

EXHIBIT 9

M e m o r a n d u m

Date: August 25, 2009

To: Assistant Commissioner, Inspector General

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Southern Division

File No.: 501.14888

Subject: ALLIED AGENCY BEST PRACTICES – LOS ANGELES COUNTY
SHERIFF'S DEPARTMENT

On August 25, 2009, Sergeant Jodi Legarra, #14888, spoke with Los Angeles County Sheriff's Department Safety Officer, Sergeant Astrid McDuffee, #288410, who is assigned to the Risk Management Bureau, Safety Management Unit. Sergeant McDuffee has been employed by LASD for 20 years and in her present assignment for the past three years. The purpose of the discussion was to identify best practices as they relate to occupational safety currently in use by LASD. LASD is comprised of approximately 18,000 employees, 10,000 of which are sworn. There are 26 LASD Stations whose jurisdiction covers the unincorporated County of Los Angeles, and several contract cities, totaling 4,061 square miles, with a population of 10 million people.

IIPP / Cal/OSHA

Risk Management Bureau, Safety Management Unit, maintains an Injury and Illness Prevention Program (IIPP) template that is provided to LASD Stations upon request. Due to all LASD Stations having their own unique composition and needs, each uses the provided IIPP template then customizes the document to meet their Station's distinctive requirements (Exhibit 9-A).

Employees who enhance LASD's IIPP through the development of specific safety procedures, or employees who participate in significant health and safety activities are recognized by LASD through internal commendation procedures and/or other programs offered through their Human Resources Department.

Safety, Service, and Security

Notification of Hazards

In regards to notification of hazards in the workplace, open communication between employees and supervision is encouraged; however, a procedure is also in place for anonymous hazard reporting. This procedure provides LASD employees may inform their Department of any workplace health and safety concerns, without fear of reprisal, by leaving an anonymous notification in a suggestion box. Each Station's IIPP specifies the suggestion box location.

Occupational Safety

Two types of formal occupational safety inspections are conducted on a regular basis: quarterly site and equipment inspections and an Annual Health and Safety Audit.

Certain types of safety equipment (fire extinguishers, emergency lighting, exit signs, etc.) and work areas must be inspected by a supervisor or his/her designee on a quarterly basis using a County of Los Angeles Inspection Checklist (Exhibit 9-B). Upon completion of the inspection, the supervisor is responsible to ensure all identified deficiencies are addressed in a timely manner.

Annual Health and Safety Audits ensure that all necessary records are appropriately maintained, Health and Safety Inspections had been conducted in accordance with departmental policies and procedures, and employee training is current and consistent. These annual audits are conducted by one member of LASD's Risk Management Bureau and the Unit Commander or his/her designee. Health and Safety Unit, Safety Programs Inspection Checklists are utilized for accuracy and thoroughness of each inspection (Exhibit 9-C).

New Employee Training

Before beginning their job assignment, all new employees receive information about the IIPP, ergonomics, and hazard communication/office safety. New employees also receive training before participating in work operations in which specialized training is required, i.e., electrical, computer, building repairs, etc.

Training

Information reporting the "Top 10 Cal/OSHA Citations" issued to various County of Los Angeles Departments was prepared by the Department of Industrial Relations (DIR) Cal/OSHA Chief Executive Office, Risk Management Branch (Exhibit 9-D). Listed on the document are the most common Cal/OSHA Citations issued since January 1, 2000. This information is provided to LASD Safety Officers to educate employees and prevent future Cal/OSHA violations.

LASD Risk Management Bureau, Safety and Training Section conducts employee training, and disseminates information regarding worker's compensation, return to work efforts and safety laws. They also distribute information to assist all units in the preparation, implementation and effectiveness of their IIPP. In additions, LASD has developed detailed lesson plans to assist supervisors who conduct IIPP Training. These lesson plans are available through the Department's Risk Management Bureau.

When LASD receives a Cal/OSHA complaint, Safety Bulletin's are prepared by the Safety Management Unit. These bulletins are then forwarded to Unit Safety Officers to disseminate to all employees. These documents were formerly titled "Cal/OSHA and You" (Exhibit 9-E). In addition, Occupational Safety related e-mails are periodically developed and distributed to Unit Safety Officers such as:

- The Injured Worker (Exhibit 9-F)
- Notification of Cal-OSHA Inspections and Citations (Exhibit 9-G)
- Injury and Illness Prevention Program (Exhibit 9-H)
- Health and Safety Unit Home Page (Exhibit 9-I)
- Hepatitis B Vaccination Program (Exhibit 9-J)
- Exposure to Hazardous Materials – Communicable Diseases (Exhibit 9-K)
- Employee Exposed to Communicable Disease (Exhibit 9-L)
- Traffic Collision Response Team (Exhibit 9-M)
- Occupational Injury/Illness (Exhibit 9-N)
- Fatality – Contract City (Exhibit 9-O)
- Handling of Hazardous Materials – Unit / Employee Responsibilities (Exhibit 9-P)
- Hazardous Substances Information (Exhibit 9-Q)
- Emergency Vehicle Operations Center (Exhibit 9-R)

Employee Training Matrices are developed to train employee's who handle specialized equipment, i.e., equipment used by the Aero Bureau, or heavy equipment. Currently, LASD contracts with Hacienda La Puente, a local public school, which conducts inmate training programs.

Requirements for a Training Matrix are:

- A written roster of attendees
- The manufacturer of the specialized equipment conducts the training
- Equipment manual readily available
- Injury reporting procedures in place.

Additionally, LASD conducts an Occupational Safety and Health Workshop, titled "Understanding Cal/OSHA: What Every Sheriff Employee Should Know." The power point presentation includes an overview of Cal/OSHA, including inspections and compliance, IIPP, Hazard Identification, Record Keeping, Safety Inspections, Bloodborne Pathogens Awareness, Hazard Communication Program, and Respiratory Protection (Exhibit 9-V).

Driver Training

LASD's Emergency Vehicle Operations Center (EVOC), is located in Pomona, California. Currently, there are 12 sworn departmental members assigned to the EVOC Unit. EVOC Staff provides POST certified training of police officers consisting of:

- Academy classroom five hours
- Vehicle dynamics and exercises 20 hours

When an LASD Deputy reaches his/her 5th month of Field Training on patrol, the Deputy is sent to EVOC for one day of refresher training, which includes receiving policy updates and "hands on" high speed driving with an assisting unit trailing. In addition, LASD Deputies receive EVOC Training during In-Service Training approximately once every five years.

Recently, LASD's Video Unit began developing computer accessed training programs. A mandated Code-3 video training course was given to all LASD Deputies. The video addressed the following:

- Biological and neurological response during Code-3 driving
- Policy – pertaining to pursuits and Code 3 driving

Similar to CHP practice, on occasion, LASD Deputies discuss driver training during briefings and participate in a Watch Commander ride-along.

Mileage Permittee

Mileage Permittee's are sworn employee's who drive their personal vehicles on County business, as well as civilian employee's who drive marked police vehicles and/or their personal vehicles on County business. All sworn employees receive the EVOC Training previously discussed. Civilian Mileage Permittee's are sent to a one day EVOC Course in which they practice skid and recovery techniques. There are Civilian EVOC Update courses available; however, they are not mandated.

LASD Collisions

When a uniformed or civilian employee is involved in a traffic collision, the procedures that follow are similar to the post collision protocol established by the CHP. If the collision has potential for a civil liability claim against LASD, the CHP is often requested to conduct the associated investigation in order to ensure accurate and impartial findings are made. Another LASD collision investigation resource is Traffic Services, which is a unit within LASD's Risk Management Bureau that has formal traffic and collision investigation training similar to the CHP's Multi-Accident Investigation Team (MAIT). In addition, a supervisor, often a Traffic Services Sergeant, responds to the incident and subsequently provides an opinion of whether the collision was preventable.

Disciplinary Action Procedures

LASD Policy states: Employee driver/operators, who are the cause of preventable traffic collisions because of inattention, are subject to corrective action and/or training rather than traditional disciplinary sanctions, refer to sections 3-09/070.45, Corrective Action and 3-01/090.10, Operation of Vehicles (Exhibit 9-S). When an employee violates safety rules, the supervisor of the employee investigates the incident. Disciplinary action ranges from a verbal warning, up to and including termination. Off-duty alcohol collisions are highly scrutinized. It is LASD policy if an employee is involved in an off-duty alcohol related collision, they will automatically be placed off-duty for 25 days, without pay.

Point System

In 2004, LASD Sergeant Joseph Jakl, #265008, Risk Management Bureau, Traffic Services, developed a "Point System" to track the number of collisions an employee is involved in, over a specified period of time (Exhibit 9-T).

The Point System was developed as a means to differentiate between inattentive preventable collisions and collisions resulting from recklessness. Additionally, the Point System Plan tailors the departmental response to the specific conduct of the employee.

A preventable traffic collision shall be categorized by a "Level" and a prescribed number of "points" shall be assigned to the driver's history. The points accumulated for each individual preventable traffic collision shall be maintained for a revolving 36 month period and accrued as of the date the traffic collision occurred. When 36 months have elapsed from the date of the specific traffic collision, the points for that specific collision will be deleted from the individual's driver history.

The Point Levels are as follows:

Level One Collision	1 point
Level Two Collision	2 points
Level Three Collision	3 points or 4 points (notable disregard for safety and life threatening injury)

When three points are accumulated within a 24 month period, the driver shall attend a mandatory Alternative to Discipline Driving Class.

When an employee is involved in three preventable collisions or accumulates five points in any 36 month period, he or she will be assigned to non-driving duties for 6 months.

Completion of the designated voluntary, off-duty, one-day approved "Traffic Collision Point Reduction Class" may be used to exempt one point. This class shall not be used for this purpose more than once in any three year period. Employee time and costs for this class are the employee's responsibility.

It is important to mention, points are non-disciplinable, and only used to determine training needs. Policy violations during a collision, such as not wearing a seatbelt, or driving 20 mph over the posted speed limit will result in disciplinary action that is handled separate from the Point System.

Sergeant Jakl advised the Point System has resulted in a "huge cost savings all around" and LASD has lowered workers compensations costs due to the success of the Point System. Sergeant Jakl previously met with Los Angeles Police Department (LAPD) Management to discuss LASD's Point System. Subsequently, in November 2008, LAPD implemented a similar Point System into LAPD Policy.

Goals

Annually, LASD holds the Sheriff's Critical Incident Forum (SCIF), during which time LASD Commanders report their collision numbers to executive management. Each command is evaluated based upon the geographical area in which they are responsible, number of personnel and past performance. Patterns that reflect an increase in collisions and/or citizen complaints against LASD personnel for improper driving are closely scrutinized and Commander's, Captains and Sergeants are held accountable. There is no quantifiable preventable collision number goal established.

Unit Safety Officer

Each LASD Station has a Unit Safety Officer who is appointed by the Station Commander. LASD does not have policy requiring this position to be a sworn or non-sworn employee and may be at various ranks. The duties of the Unit Safety Officer are similar to the duties of the CHP Area Occupational Safety Supervisor.

Safety Committee Meetings

Safety meetings are held at LASD Stations on a quarterly basis. During the meetings, various occupational safety issues are discussed. The agenda during these meetings are similar to the CHP's Command Occupational Safety Committee meetings. Associated meeting minutes are made available to all employees.

Tracking System

Command Accountability Reporting System (CARS) is a database managed by Risk Management Bureau that stores records pertaining to incidents such as use of force, citizen complaints, administrative investigations, traffic collisions, injuries both on and off-duty, etc. (Exhibit 9-U).

J. J. LEGARRA
Sergeant

EXHIBIT 9A

..... **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**



STATION

**INJURY AND ILLNESS
PREVENTION
PROGRAM**

INJURY AND ILLNESS PREVENTION PROGRAM

I TABLE OF CONTENTS

	Page
I. Introduction and Overview	1
II. Management Commitment	4
A. Safety and Health Policy	4
B. Objectives.....	4
C. Authority and Responsibilities	4
1. Station Captain.....	4
2. Safety Committee.....	5
3. Safety Officer	6
4. Unit Supervisors.....	7
5. Employees.....	9
III. Involvement and Ensuring Compliance	9
A. Involvement.....	10
B. Communication	10
1. New Employee/New Assignment Orientations	10
2. Staff Meetings	10
3. Employee Bulletin Boards	11
4. Employee Suggestion Program and Reporting of Hazards.....	11
C. Compliance.....	12
1. Incentives and Recognition.....	12
2. Retraining.....	12
3. Discipline	13
IV. Hazard Assessment and Control	14
A. Hazard Identification and Evaluation.....	14
1. Initial Survey	14
2. Periodic Inspections	14
3. Annual Audit.....	15
4. Job Safety Analysis	15

TABLE OF CONTENTS (continued)

	Page
B. Accident Investigation.....	16

1. Composition and Maintenance of Accident Records and Incident Packages	16
2. Review and Analysis.....	17
3. Remedial and Preventive Measures	17
C. Correcting Identified Hazards	17
V. Health and Safety Training	18
A. Training Coordinator.....	18
B. Unit Supervisors.....	18
1. Health and Safety Policy and Procedures	18
2. Work Place Hazards and Controls	19
3. Accident Investigations.....	19
C. Employees	19
1. New Employees Safety Training/Orientation	20
2. Training for New Assignments, New Materials or Newly Identified Hazards	20
VI. System Monitoring and Record Keeping.....	21
A. Documents/Forms and Persons Responsible for Completing Forms.....	21
VII. Safety and Health Programs	22
A. General Safety and Health Work Practices	22
1. General Safety Rules/Procedures.....	22
2. Emergency Procedures.....	23
3. Materials Handling.....	24
4. Housekeeping.....	24
5. Equipment Operation and Maintenance.....	25
6. Electrical Equipment.....	25
B. Special Programs.....	26
C. Special Equipment Safety	28
D. Peace Officer Standards and Training.....	28

TABLE OF CONTENTS (continued)

Page

VIII. Appendices	30
A. Regulations.....	30

Chapter I. Introduction and Overview

Crescenta Valley Station recognizes its commitment to providing a safe and healthful work place for its employees. Costs related to employee injuries and illness result in a substantial expense that affect limited County resources. To control and reduce these costs, an Injury Illness Prevention Program (IIPP) is established pursuant to California Code of Regulations, Title 8, Section 3203.

The IIPP is a written program established to:

1. Identify the person(s) with authority and responsibility for implementing the IIPP.
2. Provide a system for communicating with employees.
3. Provide a method for ensuring employee compliance with safe work practices.
4. Provide a method for identifying and evaluating work place hazards.
5. Provide a method for accident investigation.
6. Provide a protocol and procedure for correcting unsafe conditions and/or practices.
7. Provide safety and health training program(s).
8. Provide a method for record keeping and documentation.

The IIPP assigns responsibilities to managers, supervisors and staff, and promotes an environment that encourages all personnel to participate in it.

The Station has an obligation to provide and maintain a safe and healthful work place for its employees. The development and writing of the IIPP is a recognition of that responsibility and an undertaking to comply with the eight (8) elements stated above.

Chapter Two (2), Management Commitment, addresses the Station's Safety and Health policy, objectives, and assignment of responsibilities. The plan conceptualizes a cooperative effort of managers, supervisors, and employees. It encourages active participation of all personnel, and provides an environment that promotes free communication of safety and health matters without any fear of reprisal. Further, the success and effectiveness of this program demands that those with assigned safety and health duties carry out those responsibilities.

Chapter Three (3), Involvement and Ensuring Compliance, contains directives and work procedures that guide decisions related to occupational safety and health. The directives and work procedures will be communicated to all employees at specified times and occasions in readily understandable language.

Therefore, no disciplinary action or reprisal may be taken against an employee who reports hazards or unsafe acts in the work place. To encourage the submission of safety suggestions, the IIPP provides a method whereby all employees can easily and in confidence, if requested, present their ideas. All suggestions will be reviewed by management for appropriate action. Through this process, all employees have the opportunity for communicating their ideas/suggestions for consideration.

This chapter also addresses the criteria adopted by the Station for motivating employees to comply with the provisions of the IIPP. California law requires employers to have a system for ensuring that employees comply with safe and healthy work practices. The Station enforces provisions of the IIPP through positive reinforcement, training, and discipline. It utilizes a progressive correctional program that is not intended to punish employees, but change the unsafe actions that pose a hazard to the violator and/or others.

Chapter Four (4), covers Hazard Assessment and Control. In order to provide and maintain a safe and healthy work environment, hazards must be identified, evaluated and corrected. The Station's method for hazard identification and control includes an initial survey, periodic inspections, and annual audits. The Station realizes that it is not prudent to rely solely on an initial inspection to identify all work site hazards, since many issues have the potential of being overlooked. The periodic inspection serve as the primary tool for identifying unsafe conditions and practices on an on-going basis. The intent of both the initial survey and periodic inspections is to identify all unsafe conditions and work practices.

Once identified, safety problems must be corrected expediently. Knowing that some corrective actions will require longer periods of time and/or large commitments of capital, annual audits will be conducted to track the status of long-term or capital intensive projects and to evaluate the effectiveness of the periodic inspection program.

On occasion, potential hazards are not readily apparent despite the best intent and frequency of inspections/audits. A single misstep or change in a work procedure can produce unintended and unexpected injury, illness, or property damage. Job safety analysis is intended to identify and correct, through a detailed analysis of potentially hazardous operations, particular tasks that could lead to accidents.

A key concept in work place accident prevention and reduction is that any accident can recur if the cause has not been removed. The Station has established various methods and procedures for investigation of all incidents of work place accidents, injuries, and near-misses. The information gained from these investigative processes is a critical component in preventing and controlling work place hazards and future accidents. All hazards found in the work place are undesirable and shall be corrected in a manner pursuant to the procedures of this section.

Chapter Five (5), Health and Safety Training, describes the training aspects of the Station's IIPP. An effective IIPP includes training for both supervisors and employees. This benefits the entire Program by bringing new ideas into the work place and by reestablishing existing ideas, rules and procedures. The objective of training is to realize reduced work place injuries and illnesses, increased productivity, and a more cohesive and dependable work force. The supervisors are regarded as pivotal figures in the implementation and overall success of the IIPP. They are responsible for overseeing line staff on a daily basis, including the installation of safety and health awareness in their employees, and assuring their compliance with the IIPP. The IIPP's success depends on the employee's actions, so it is vital that employees be knowledgeable about proper safe and healthy work practices.

The next chapter is System Monitoring and Record Keeping. The record keeping function is vital since some records are required by regulation, while others are required to monitor the IIPP.

The basic record keeping requirements of Cal/OSHA compliance prescribes that employers record statistics or information on illnesses and injuries that pertain to the work place. Additional record keeping is useful in identifying safety and health-related decisions pertaining to improving the work environment and reducing injury and illness costs.

The Station has developed record keeping systems that address both concerns. These systems have been designed to collect, record, and present in an organized manner, information intended to provide meaning and value to the Station's IIPP.

The final chapter is on Health and Safety Programs. It lists the training topics for which affected employees will receive training. Each topic is required under California law and has specific requirements for training, work practices, and record keeping. To the fullest extent possible, all such safety and health-related training will be coordinated through the IIPP.

The IIPP is a program that requires the efforts of all employees if it is to be successful. This multi-faceted program encourages everyone to participate and become involved. The planning, development, and implementation of the program is for the benefit of this Station's employees so that they may enjoy a safe and healthful work environment.

Chapter II. Management Commitment

A. Health and Safety Policy

It is the policy of this Station to provide a safe and healthy work environment for all of its employees through a planned, comprehensive safety and health program.

B. Objectives

The objectives of the Injury and Illness Prevention Program are to:

- ◆ Designate a person or persons with authority and responsibility for implementing the IIPP.
- ◆ Specify tasks and delegate them to responsible parties.
- ◆ Provide appropriate training and instruction for all employees regarding safe and healthy work practices and procedures.
- ◆ Provide a system to ensure effective communication among employees, supervisors, and managers on matters of occupational health and safety.
- ◆ Provide effective systems for (a) work site safety and health inspections, and (b) accident investigations through identification, evaluation, and control of hazards
- ◆ Provide an effective method for ensuring consistent and accurate record keeping
- ◆ Provide for enforcement of all safety and health rules and regulations at the work site through appropriate means, which may include training and retraining on particular subject(s), and/or disciplinary actions.
- ◆ Provide a system for recognition of employees who follow safe and healthy work practices.

C. Authority and Responsibilities

1. Unit Commander

The Unit Commander will actively promote this program and integrate its concepts into the administration, operations, and functions of the Station.

DUTIES:

- ◆ Providing support, leadership, and direction for the IIPP.
- ◆ Creating and modifying policy as necessary to maintain an effective IIPP.
- ◆ Delegating authority, responsibility, and accountability to appropriate individuals to effectively implement and maintain all IIPP systems.
- ◆ Allocating necessary resources to carry out the provisions of the IIPP.

2. Unit Safety Committee/Unit Safety Officer

The Safety Committee is responsible for facilitating the effective implementation and maintenance of the IIPP. The Safety Committee will meet **not less than quarterly**. Committee meeting minutes are made available for all employees.

DUTIES:

- ◆ Reviewing and evaluating all records/reports pertinent to the program.
- ◆ Ensuring that all suspected, reported, or allegedly safety and health hazards are evaluated, and that all identified hazards are controlled.
- ◆ Developing/maintaining the Station's Code of Safe Practices.
- ◆ Coordinating and providing management support for health and safety activities, such as employee safety suggestions, reports of hazards, etc...
- ◆ Remaining abreast of all pertinent safety and health regulations and keeping management informed.
- ◆ Serving as the liaison between management, employee groups, and regulatory agencies for all Station health and safety issues/activities.
- ◆ Ensuring that safety inspections of work sites and equipment are conducted on a periodic basis.
- ◆ Promoting safety awareness.
- ◆ Maintaining occupational health and safety information on the

employee Wellness bulletin board.

- ◆ Maintaining the Cal/OSHA Form Number 300, Log and Summary of Occupational Injuries and Illnesses for the Station. This will be maintained and kept by the Operations Staff.
- ◆ Maintaining and reviewing all safety and health records.
- ◆ Providing consultation for developing and implementing safety and health rules, as necessary, to ensure safe work performance.
- ◆ Ensuring timely notification of safety-related incidents to appropriate regulatory agencies. This will be done by the Operations Staff.
- ◆ Reviewing the annual audit of each unit and providing a summary report to the Station Captain.

In addition, the Safety Committee shall appoint a Unit Safety Officer who will be responsible for reviewing and implementing the above key components of the IIPP. The Safety Officer should have the authority to shutdown any unsafe operation or workplace. The Safety Officer shall report to the Station Captain and is a member of the Safety Committee.

The _____ Unit _____ Safety _____ Officer _____ as _____ of _____
_____ is _____

3. **Unit Safety Officer**

The Safety Officer is responsible for facilitating the effective implementation and maintenance of the IIPP. The Safety Officer will conduct IIPP facility inspections **not less than twice each year**. The results of these inspections will be made available for all employees.

DUTIES:

- ◆ Reviewing and evaluating all records/reports pertinent to the program.
- ◆ Ensuring that all suspected, reported, or allegedly safety and health hazards are evaluated, and that all identified hazards are controlled.
- ◆ Developing the Station's Code of Safe Practices.
- ◆ Coordinating and providing management support for health and safety activities, such as employee safety suggestions, reports of hazards, etc.

- ◆ Remaining abreast of all pertinent safety and health regulations and keeping management informed.
- ◆ Serving as the liaison between management, employee groups, and regulatory agencies for all Station health and safety issues/activities.
- ◆ Ensuring that safety inspections of work sites and equipment are conducted on a periodic basis.
- ◆ Promoting safety awareness.
- ◆ Maintaining occupational health and safety information on the employee (Wellness) bulletin board.
- ◆ Maintaining and reviewing all safety and health records.
- ◆ Providing consultation for developing and implementing safety and health rules, as necessary, to ensure safe work performance.
- ◆ Ensuring timely notification of safety-related incidents to appropriate regulatory agencies.
- ◆ Reviewing the annual audit of each department and providing a summary report to the Station Captain.

The Safety Officer should have the authority to shutdown any unsafe operation or workplace. The Safety Officer shall report to the Station Captain in a staff capacity.

The Unit Safety Officer as of _____, is Sergeant Jeffrey Hardt. He can be contacted at _____

4. Unit Supervisors

Unit Supervisors is in constant contact with his/her employees, and hence, must be familiar with all aspects of the IIPP's general safe work practices as well as the specific work practice for their respective areas of responsibility.

DUTIES:

- ◆ Completing the Employer's Report of Occupational Injury or Illness Form 5020, the Workers' Compensation Claim DWC 1, and the Medical Services Order (76M119), whenever an employee is injured.
- ◆ Evaluating the adequacy of work practices, and modifying them as

- ◆ necessary, to assure work safety.
- ◆ Remaining familiar with the Department's and Station's work safety policies, procedures, and programs.
- ◆ Ensuring that each employee is knowledgeable about the Station's general safety and health policies and procedures, and how they pertain to his/her job.
- ◆ Ensuring that employees with work tasks covered in the Health and Safety Work Practices portion of Section VII are trained on the appropriate precautions.
- ◆ Periodically evaluating work protocols, and apprizing management of actions taken to correct hazardous conditions.
- ◆ Reporting all health and safety issues/hazards identified by subordinate(s) to the Safety Committee.
- ◆ Conducting accident investigations, in accordance with Section IV, Hazard Assessment and Control, completing the appropriate forms and submitting them to the Health and Safety Unit, via Division Headquarters.
- ◆ Copies of these forms will remain in the Stations's Cal/OSHA file and the employee's medical files. These records should be maintained for periods specified by the appropriate claims adjusters (worker's compensation adjusters, property and casualty adjusters).
- ◆ Documenting and tracking all safety and health hazards and recommending possible controls.
- ◆ Maintaining records of all inspections for three (3) years. Station employee's will have their training records maintained by the Training Sergeant.
- ◆ Communicating hazard and safety information to employees when new hazards are identified or when new operations, materials, procedures or equipment are introduced into the work place.
- ◆ Consistently and impartially enforcing all Station safety rules.
- ◆ Re-training employees who fail to follow established safe work practices

5. Employees

Employees are expected to adhere to safe practices and procedures and take an active part to protect themselves from work place hazards. Employees responsibilities under this program include:

- ◆ Adhering to all safety rules, regulations and procedures.
- ◆ Wearing appropriate personal protective equipment as required.
- ◆ Maintaining all equipment in good condition, ensuring all safety guards are in place when equipment is in operation, and reporting any defective equipment to the supervisor.
- ◆ Reporting all injuries and unsafe conditions promptly to their immediate supervisor.
- ◆ Making suggestions for improving or correcting hazardous conditions, if known.

Chapter III. Involvement and Ensuring Compliance

A. Involvement

The success of the IIPP not only requires the employees of the Station to be actively involved but also to perform his/her responsibilities as described in this plan. To encourage involvement and ensure compliance, specific provisions for training, communications, and if necessary, disciplinary action have been established.

The training programs are listed in Section VII. The individual programs contain safety and health work practices and/or procedures that are intended to prevent accidents, injuries, and illness. Employees will be provided appropriate safety training for the hazards they encounter.

B. Communication

The Station will communicate health and safety information initially during new employee orientations, new assignment orientations, and periodically through general staff meetings, the Wellness bulletin board, e-mail announcements and/or the employee suggestion program.

1. New Employee/New Assignment Orientations

The orientations will be conducted by a Unit Supervisor. They will include:

- ◆ General description of the IIPP.
- ◆ All materials described in Part A of Section VII, General Safety and Health Work Practices.
- ◆ Health and safety information specific to the new assignment.
- ◆ No Smoking Policy.
- ◆ Provisions for employee injury and medical treatment by his/her personal physician.

2. Staff Meetings

All staff meetings will allow time to discuss health and safety matters. The meeting agenda may include:

- ◆ Status report of recent injuries or illness.
- ◆ Feed-back on previous health and safety concerns of employees.
- ◆ New safety and health procedures and methods.
- ◆ New safety and health concerns of employees.
- ◆ Other safety and health related issues.

3. Employee (Wellness) Bulletin Boards

Posting on Employee (Wellness) Bulletin Boards will include:

- ◆ *Cal/OSHA Safety and Health Protection on the Job* poster, as mandated.
- ◆ *Cal/OSHA Access to Medical and Exposure Records* notification, as required where employees may be exposed to any toxic substance or harmful physical agent.
- ◆ *Cal/OSHA Form No. 300, Log and Summary of Occupational Injuries and Illnesses*, as mandated.
- ◆ Notification of new and/or modified safety procedures and the Station's Code of Safe Practices.

In addition, a Wellness Library is maintained in the Station Dining Room with pertinent health and safety information.

4. Employee Suggestion Program and Reporting of Hazards

All employees are encouraged to inform their supervisor of any concern they have about the potential hazards of their work place. The IIPP provides procedures for reporting hazards and submitting suggestions to improve work place safety.

Basic guidelines for this program are:

- ◆ All management and supervisors are to make available *Job Safety*

Report (JSR)/Suggestion Forms to their staff and actively encourage their use.

- ◆ The Safety Committee/Safety Officer will acknowledge receipt of all reports of safety hazards/suggestions (unless submitted anonymously) and indicate what actions or recommendations will be taken to address the concern.
- ◆ The Unit Supervisors are responsible within their jurisdiction for implementing any corrective changes that result.
- ◆ The Safety Committee/Safety Officer is responsible for facilitating the discussion of health and safety issues brought forth by the suggestions and potential hazard reports. They are also responsible for ensuring that all relevant materials/issues are presented to management, including recommendations on how to handle the suggestion/potential hazard reports.
- ◆ Employees should be advised to immediately report serious hazards to their supervisor.
- ◆ Reports of serious hazards must be acted on immediately.

C. Compliance

The Station will implement the following steps to ensure employee compliance with the provisions of the IIPP.

1. Incentives and Recognition

The Station will encourage employees to follow IIPP policies and procedures. Their attitude toward safety on the job will be reflected in their probationary and annual performance evaluations.

2. Retraining

Employees who do not comply with the procedures in Section V, Health and Safety Training, will be retrained in an effort to reinforce the necessity of complying with health and safety rules and procedures established by the Station. Retraining will be provided when:

- ◆ An employee is observed, or is reported to be, instituting or following unsafe work practices. (at management discretion)
- ◆ An employee is involved in a job-related accident.

The Station will also evaluate incidents and occurrences that might serve as potential indicators of retraining needs. Some of these potential indicators are:

- ◆ An increased number of "near-misses."
- ◆ A recent increase in accidents and injuries.
- ◆ Increased rate of absenteeism.
- ◆ Seemingly unusual employee questions regarding operations or materials.
- ◆ Employee requests for personal protective equipment.
- ◆ Increased rate of labor turnover.

3. Discipline

The Station's commitment to an effective IIPP and a safe and healthy work place are supported by a progressive discipline program consistent with the Policy and Ethics Chapter in the Manual of Policy and Procedure

The Department's disciplinary protocol provides guidelines for supervisors and the Unit Commander for conducting discipline, a list of infractions which lead to discipline, and governing rules for the establishing and conducting a Board of Inquiry. This protocol is intended to be corrective and not punitive. Care is taken to ensure that corrective action is appropriate for the offense and that employee rights are assured.

Chapter IV. Hazard Assessment and Control

An important aspect of the IIPP is the identification of existing or potential hazards in the work place. This is accomplished through various assessments of the work environment. An effective hazard control system will identify, control and correct unsafe conditions to prevent their recurrence. The following describes the Station's comprehensive hazard control system:

A. Hazard Identification and Evaluation

The Station's procedure to identify and evaluate hazards at its work sites consists of the techniques listed below:

1. Initial Survey

The initial survey was conducted at the time the IIPP was implemented. It attempted to assess all work areas and rank hazards on the basis of their severity.

A copy of the initial work site survey is located in the Operations Office. The survey identifies safety and health hazards of the work sites, and priorities them according to their severity. Recommendations for controlling or correcting these hazards are included.

2. Periodic Inspections

The periodic inspections are coordinated by the Safety Committee. A *Work Site Inspection Form* will be completed and retained, as documentation, for each such inspection. Some key areas of focus for the periodic inspections include, but are not limited to:

- ◆ Unsafe acts.
- ◆ Defective equipment or tools.

- ◆ Spilled liquids or materials presenting slip hazards and/or chemical hazards.
- ◆ Unsafe storage of hazardous chemicals or materials.
- ◆ Missing, broken, or badly deteriorated parts from equipment.
- ◆ Obstructed hallways, exits, corridors and/or aisles.
- ◆ Unsecured handrails, and deteriorated or broken fixtures such as stairs, lights, windows, desks, chairs, etc...
- ◆ Status and availability of emergency equipment (i.e. fire extinguishers charged, first aid kits supplied).
- ◆ Inspection of personal protective equipment.

3. Annual Audit

An annual audit conducted by the Safety Committee will assess the effectiveness of the IIPP, verify that the work place is being given thorough periodic inspections, and track the status of corrective actions.

The Safety Committee may choose to involve employees during the annual auditing process. The audit will consist of a worksite inspection and a review of previous inspection(s) conducted during the year. The review includes the dates of the periodic inspection(s), hazards identified, corrective measures intended, and the status of corrections. The audit will also assess additional needs of the program. Copies of the audit will be forwarded to the Unit Commander.

4. Job Safety Analysis

The job safety analysis is the procedure the Station has chosen to review job duties for safety deficiencies. Its purpose is to uncover potentially hazardous conditions or behaviors that may have been overlooked during previous inspections, or may have developed after new material or procedure was instituted. The job safety analysis will consist of:

- ◆ A description of the job to be analyzed and brief explanation of why it is being analyzed.
- ◆ A break-down of the job into successive steps or activities and observation of how these are performed.
- ◆ Identification of potential hazards.

- ◆ Development of safe job procedures and guidelines to eliminate the identified hazards.

Jobs to be analyzed will be selected based upon:

- ◆ A noticeable increase in the frequency of accidents and/or injuries.
- ◆ New materials or procedures introduced into the area.
- ◆ An observed potential for an accident/incident.
- ◆ A problem reported by an employee.

The job safety analysis will be performed by the Unit Supervisor and the observations will be recorded on the *Job Safety Report (JSR)/Suggestion Form*. It will be reviewed by the Unit Commander and the Safety Committee. Any implemented recommendations will be assessed for effectiveness within three (3) days of implementation. Further modifications or corrections may be made at any time.

B. Accident Investigation

The Station uses the accident investigation to determine direct and indirect causes of an accident, document the facts of the accident, and promote safety and prevent similar accidents. An investigation will be conducted within 24-hours of an accident.

The Unit Supervisor will conduct the accident investigation whenever an employee injury occurs. All procedures will be adhered to as outlined in **Chapter 3-02/040.00 in the Manual of Policy and Procedures**.

Generally, once the cause is known, actions must be taken to ensure that corrective action is taken expediently. The following sections describe the Station's efforts in accident investigation.

1. Composition and Maintenance of Accident Records and "Incident Packages"

All reports of job-related accidents, injuries and illnesses of a serious nature are to be recorded and analyzed by the Safety Committee, as needed. Items necessary for gathering and maintaining an accident "incident package" are found in detail on the *Supervisor's Investigation of Injury/Illness Investigation Form (SH-AD-666)*. Key aspects of the data gathering process are summarized below:

- ◆ The Unit Supervisor is responsible for assuring that the necessary forms are completed on each accident.

- ◆ Photographs and illustrations of the accident scene (if available).
- ◆ Witness statements. Names and employee numbers.
- ◆ Names, badge numbers, telephone numbers, etc. of emergency response agencies (fire, deputy, paramedics) involved.
- ◆ Acquisition of appropriate records and emergency records (logs, orders, radio transmissions, etc)

2. Review and Analysis

The Unit Commander and the Safety Committee will review and analyze the above information so that appropriate recommendations can be made to preclude or minimize future recurrences of accidents.

3. Remedial and Preventive Measures

Preventive measures must be implemented to ensure that accidents do not occur or recur. Remedies discovered through the accident investigation process may not be the complete solution. Some preventive measures may also require behavioral change. Hence, training should address both procedural and attitudinal adjustments. Close attention must be afforded to this area during the annual evaluation.

C. Correcting Identified Hazards

The IIPP mandates that identified hazards be corrected in a timely manner. The Station utilizes the following categories for ranking work place hazards and specifying reasonable time frames for correction.

- ◆ **General Hazard** rating is assigned to conditions or practices not considered to be of a serious nature (Thirty days for correction).
- ◆ **Serious Hazard** is assigned to those conditions or practices that may cause serious physical harm or death. (Requires immediate correction or shut down of job until conditions or practices are mitigated).

All identified hazards, whether through verbal or written report, observation, or inspection must be ranked and corrected. The correction will be conducted at the Unit Supervisor level whenever possible. However, should correction or problem exceed the Unit Supervisor's authority then it will be passed up the chain of

command to the appropriate level for handling.

Chapter V. Health and Safety Training

The Station's training objective is to reduce work place injuries and illnesses, increase productivity, and improve employee morale. The Safety Officer and Training Coordinator will coordinate the training of all employees, including orientations, new training and retraining.

A. Training Coordinator

Weekly in-service health, safety, and wellness training for all employees at the Station is provided to all employees by the Safety Committee via e-mail, Wellness Board posting, and briefing board. The Training Coordinator maintains for a minimum of 3 years, documentation for all other training. The Training Coordinator also keeps a documentation for re-current briefings, educational videos, etc., regarding exposure to blood borne diseases (Hepatitis-B). This documentation is maintained for a minimum of (5) years.

The following sections summarize the basic training for Station staff:

B. Unit Supervisors

Basic health and safety training for the Unit Supervisors will encompass: The Department's and Station's health and safety policy and procedures; identification of work place hazards and their control and accident investigation.

1. Health and Safety Policy and Procedures

The Unit Supervisors have responsibilities in managing the implementation of the IIPP. Some of the concepts emphasized in this training will include:

- ◆ Overview of regulatory IIPP requirements.

- ◆ Adapting, if needed, the Station's IIPP to their own operation.
- ◆ Establishing and maintaining a safe and healthful working environment.
- ◆ Ensuring regulatory compliance.
- ◆ Documentation responsibilities.
- ◆ How to instill health and safety awareness in employees through good examples and instructions.

2. Work Place Hazards and Controls

This training will discuss the recognition and control of work place hazards. Some of the points that will be covered include:

- ◆ Review of hazards associated with the Station.
- ◆ How to recognize new hazards.
- ◆ Procedures and work practices for controlling exposures to hazards.
- ◆ The importance of placing safeguards on mechanical devices.
- ◆ Conducting inspections of work sites and equipment; ensuring employees are alert to defects and hazards.
- ◆ Briefing and supervising new employees on the hazards of their new assignments to ensure proper and safe job performance.
- ◆ Informing management of unsafe practices and conditions beyond their (immediate or Unit Supervisor's) control.

3. Accident Investigations

The purpose of this module is to train the Unit Supervisor in investigating accidents and how to take corrective and preventive actions. Issues discussed will include:

- ◆ Understanding the reasons for accident prevention.

- ◆ Understanding why accidents occur.
- ◆ Techniques and reporting procedures for conducting an accident investigation.
- ◆ Utilizing information from the accident investigation process for accident prevention.
- ◆ Increasing awareness of accident causes and preventive measures.

C. Employees

The Station will provide all employees with the basic training module, "New Employee Orientation Training." Materials or operations that require training in addition to the basic training are listed separately in Section VII of the IIPP.

1. New Employees Safety Training/Orientation

New employees will receive an introduction to the IIPP during an orientation session at the beginning of their service with the Station. This training will consist of, but will not be limited to, the elements described below:

- ◆ Health and safety objectives, Station policy and procedures, personal application of policy and procedures, and the Wellness Program.
- ◆ The Station's Risk Management Plan.
- ◆ Concepts of accident causation and prevention.
- ◆ Hazard recognition and reporting procedures.
- ◆ Emergency equipment and procedures.
- ◆ Ensuring safety/health compliance, incentives, retraining, and discipline.
- ◆ Employee rights to a safe and healthy work place.

2. Training for New Assignments, New Materials, or Newly Identified Hazards

Legal requirements mandate that employees are aware of the hazards of their work place. Whenever an employee has a new assignment, there is potential for accidents. Whenever a new material or operation is introduced into the existing work place, a new potential hazard is introduced. The Station realizes the importance of familiarizing employees with new potential

hazards of their assignments and has mandated appropriate training. The program will be developed to conform to the need of the situation and ensure the following:

- ◆ Identification and explanation of hazards as well as the consequences of exposure/injury.
- ◆ Explanation of safe operation and/or use of equipment; all employees should demonstrate knowledge/ability to safely perform job duties.
- ◆ Specific information to aid employees in the recognition of warning signs or conditions which may result in a hazardous exposure.
- ◆ Methods to avoid injury/exposure associated with the task or operation, if applicable.
- ◆ Emergency procedures and rescue methods, if applicable.

Chapter VI. System Monitoring and Record Keeping

A. Documents/Forms and Persons Responsible for Completing Forms

The Station will utilize the following forms for documenting provisions of the IIPP.

- ◆ *Industrial Injury/Illness Investigation Form (SH-AD-666) and the Occupational Injury or Illness Form (SH-AD-92)*
To be completed by Unit Supervisor and employee.
- ◆ *County Employer's Report of Occupational Injury or Illness Form (5020)*
To be completed by Unit Supervisor.
- ◆ *State Employee's Claim for Workers' Compensation Benefits Form (DWC Form 1)*
To be completed by Unit Supervisor and employee.
- ◆ *County Medical Service Order (76M119)*
To be completed by Unit Supervisor and employee.
- ◆ *Work Site Inspection Forms*
To be completed by the Safety Officer and/or Unit Supervisor.
- ◆ *Job Safety Report (JSR)/Suggestion Form*
To be completed by reporting party or Unit Supervisor. A copy to be

forwarded to the Safety Committee and the Safety Officer to review and act on.

- ◆ *Microwave Oven Safety Precautions*
To be posted adjacent to office microwave oven(s) by Safety Officer.
- ◆ *Microwave Oven Inspection Form*
To be completed by the Safety Officer, a Unit Supervisor or designated employee.
- ◆ *Log and Summary of Occupational Injuries/Illnesses (Cal/OSHA #300 Form)*
To be completed by Operations Staff.
- ◆ *Safety Committee Minutes*
To be completed by the Station's Safety Committee. These records will be available to all employees and will be kept for a minimum (3) years.
- ◆ *Codes of Safe Practices* - Completed by the Station's Safety Committee.

Chapter VII. Safety and Health Programs

Item A of this section identifies the general safety and health information that must be provided to all Station employees. Item B lists other safety programs specifically mandated by Cal/OSHA. Each of these programs has its own specific compliance requirements. To the extent possible, these programs are administered by the safety and health program at each unit by the Unit Supervisor. Item contains safe operating guidelines for equipment requiring special attention. Item D lists the safety programs required for sworn personnel.

A. General Safety and Health Work Practices

Safe and healthy work practices and/or procedures have been established to prevent accidents, injuries, illnesses and to protect the safety of all the employees at the Station.

1. General Safety Rules/Procedures

All employees are advised:

- ◆ To be cautious about having long hair, wearing jewelry, and/or loose clothing around moving mechanical parts.
- ◆ To promptly report all unsafe or unhealthful conditions in the work place to their immediate supervisor.

- ◆ To report all accidents and injuries to their immediate supervisor at the time of occurrence.
- ◆ That alcohol and other drugs are prohibited in the work place.
- ◆ That established safe job procedures must be followed at all times and new tasks/equipment will be undertaken until proper instruction is provided.
- ◆ That horseplay of any kind in the work place is forbidden and should be reported to the immediate supervisor.
- ◆ That if any repetitive task or motion causes discomfort, and it is felt to be a health or safety issue, it should be reported to the immediate supervisor.
- ◆ That failure to comply with health and safety rules may be grounds for disciplinary action.

2. **Emergency Procedures**

Procedures for emergencies are addressed in the Building Emergency Plan which is coordinated by Operations Staff/Station Coordinator. Operations is responsible for implementing and maintaining an emergency plan in accordance with appropriate County and other local jurisdictional rules, regulations, and guidelines, for training building occupants on emergency procedures/assignments every six months. A copy of the plan is available, on request. Listed below are reminders to follow during three types of emergencies.

◆ **Medical**

Employees must be instructed:

- To report all medical emergencies immediately to their Unit Supervisor.
- About the locations of first-aid kits in their work areas and the name of their first-aid monitor.

◆ **Fire**

Employees must be instructed:

- To report all fires immediately to 911. Then notify the Unit Supervisor.
- About locations of the fire extinguishers, pull stations, and emergency exits.
- About the evacuation corridors (at least two exits).

◆ **Earthquake**

Employees must be instructed to:

- Check that they have the most recent copy of the County's and the Station's earthquake/disaster preparedness plans, and that they adhere to all applicable procedures.
- Remain calm and stationary, and not run outdoors if they are indoors during an earthquake. Be alert for falling objects and seek sturdy overhead cover.
- Check for life-threatening damage after the movement stops.
- Assist the injured as they are able.
- Not use the telephone except for critical emergencies.
- Not hamper medical, emergency, or other services being provided at the disaster scene.

3. Materials Handling

Employees must be instructed to:

- ◆ Assess the weight of the load/object before they lift/move it, and not to attempt to lift anything that is too heavy for them.
- ◆ Not obstruct vision with objects they carry.
- ◆ Stack and store material in proper areas and not where they may present a trip hazard or obstruction to the exit corridors.

4. Housekeeping

Employees must be instructed to:

- ◆ Report broken or missing equipment or utilities such as light bulbs, batteries, etc. to their supervisor.
- ◆ Immediately put away all sharp instruments (scissors, knives, razors) when they have finished working with them.
- ◆ Keep all furniture and objects which may cause trips and falls out of the path of travel.
- ◆ Not use extension cords unless authorized by the Unit Supervisor.
- ◆ Not extend extension cords across routes of travel.
- ◆ Keep work areas tidy and in proper order.
- ◆ Ensure ignited sources such as cigarettes, matches, and torches, are not left unattended or out of proper receptacles. In outside areas where smoking is permitted, ensure that cigarettes are properly extinguished before discarding.
- ◆ Wipe up and/or report all spills immediately to their supervisor.
- ◆ Discard trash in appropriate receptacles.
- ◆ Not expectorate on the floor.

5. Equipment Operation and Maintenance

Employees must be instructed to:

- ◆ Promptly notify their immediate supervisor or Unit Supervisor of any unsafe, or malfunctioning equipment and/or missing parts and guards.
- ◆ Keep areas around power equipment clean and clear of debris.
- ◆ Use only the equipment they have been trained to use.
- ◆ Use correct speed and procedures when using equipment.
- ◆ Use equipment only for the purpose for which it was designed.
- ◆ Not wear rings, jewelry, watches, neckties, long sleeves, or loose clothing when operating, or in close proximity to, machinery.
- ◆ Perform an equipment "walk around" or inspection before operation.

6. Electrical Equipment

Employees must be instructed to:

- ◆ Never use an ungrounded tool, especially in wet locations or in contact with metal.
- ◆ Inspect portable power tools before using them. If they are damaged in any manner, tag them as defective and not use them.
- ◆ Do not drag extension cords through water or oil, over rough ground, or sharp edges.
- ◆ Report any defective cords, such as frayed binding, broken plugs, exposed wires, etc.; otherwise, electrical shocks can occur when in use.
- ◆ Disconnect plug from the electrical wall outlet when repairing or replacing parts on electrical equipment.

B. Special Programs

◆ Violence in the Workplace

Every set of circumstances that may present themselves when dealing with a disgruntled employee cannot be anticipated. As such, the procedures set forth below can only be viewed as a guide and unit supervisors/managers should use their best judgement on when and how they apply to situations as they develop.

There is the possibility of an employee who is under administrative or criminal investigation, pending dismissal, and/or who has already displayed violence tendencies, might include our offices during an act of retaliatory violence.

Station supervisors and managers should be aware and pay close attention to the following circumstances:

- An employee who physically attacks another employee or supervisor.
- An employee who makes threats of violence towards employees/supervisors either in person, by telephone, or in writing.
- An employee who make threats of violence towards a County facility by any means.

- An employee who acts or makes gestures in such a manner that it is clear that an act of violence is being implied.

When any of the above conditions are manifested and managers/supervisors form the opinion that the totality of the circumstances creates a danger to the safety of Station personnel, they shall:

- Ensure that the Station's operator, desk receptionists, sworn and civilian personnel, and other appropriate employees, are immediately made aware of the potential threat and provided a complete description (picture if possible) of the threatening employee.
- Instruct personnel to immediately notify a unit supervisor, manager, Operations or the safety officer in the event the threatening person is seen at the facility.
- A crime report will be taken as appropriate.
- Make a timely notification to the Unit Commander.
- Notification to the surrounding Sheriff's Stations/Units, and any other facilities/businesses if they are affected or objects of the threats. Ensure the appropriate personnel at these facilities are contacted.
- Whenever an incident occurs that causes the provisions of this policy to be implemented, an incident log shall be initiated and maintained by a designated sworn employee.
- Record keeping and maintenance of the above incidents will conform with the Department's manual of policy and procedures.

◆ **Blood Borne Diseases / Communicable Diseases (ie. M.R.S.A.)**

Blood borne diseases include Hepatitis and H.I.V. Communicable diseases include M.R.S.A. (Methicillin Resistant Staphylococcus Aureus). When an employee is exposed to a Blood borne or communicable disease, he shall notify his unit manager (Lieutenant). A Hazardous Materials Injury-Toxic Substances-Communicable Disease Exposure Report (SH-R-426) shall be prepared and sent to the Health and Safety Unit. If more than one employee had been exposed, a separate report will be completed for each individual.

Safety equipment which should be used to reduce risk of exposure are:

- Resuscitation masks.

- Disposable gloves, which should be worn routinely when any contact is anticipated with blood or other body fluids.
- Disinfectant spray.
- Disposable towels.
- Hands free sanitizing dispenser units. These dispensers contain "Purrel" alcohol based sanitizing liquid. One dispensing device will be located in the jail booking area on the north wall. The second device will be located in the upper hallway, on the post outside of the report writing room / juvenile detention area. Both of these devices are for ready use after personnel have performed searches on persons in custody or have had contact with evidence items being booked and packaged.
- Plastic storage/disposal bags. Contaminated materials that are to be held as evidence shall be dried, packaged in paper evidence bags and labeled "Contaminated with blood/body fluid."

An employee who has any open wound or skin lesion should avoid direct contact with the blood or body fluids of another person. Any equipment or clothing coming into contact with possible contaminated substances or persons should be disposed of, or properly decontaminated as soon as practical. Locations which have been severely contaminated by blood or other body fluids should be secured or contained until the arrival of appropriately equipped personnel.

If an employee or equipment does become contaminated, they should take precautions as soon as possible. Exposed skin should be thoroughly washed with soap and water. Contaminated surfaces and equipment may be decontaminated with Departmentally issued disinfectant spray, any commercial disinfectant, or a solution of one part bleach to ten parts water. Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning. Disposable gloves, towels, and other items used to clean up contaminated areas should be placed in plastic storage bags and disposed of at the nearest appropriate disposal site approved by Medical Services (213) 974-4949.

◆ Lead Exposure Control

- Not applicable at this time.

◆ **Hazard Communication**

- When new hazardous materials information needs to be communicated to Station employees, Material Safety Data Sheets shall be posted on the employee briefing boards and in the IIPP binder in the Watch Sergeant's Office.

◆ **Noise**

- Harmful noise levels are not applicable at this time, but if they arise, notification shall be made in the same manner as any other hazard.

C. Special Equipment Safety

- ◆ Operation of Police Vehicle
- ◆ Use of Communications Equipment (Radios)
- ◆ Use of Firearms

D. Peace Officer Standards and Training (POST)

- ◆ All sworn personnel are required to maintain their qualifications as peace officers. The Training Station manages the Sheriff's Department's program for compliance with the POST provisions.
- ◆ All sworn personnel should keep their own records to ensure compliance with POST requirements relative to their own maintenance as peace officers.
- ◆ Drivers Training
- ◆ Use of Force
- ◆ Sexual Harassment
- ◆ Cultural Diversity
- ◆ See the Training Sergeant/Deputy for additional training information

Chapter VIII. Appendices

A. Regulations

California Code of Regulations

Title 8

General Industry Safety Orders

Section 3203

§§3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established;

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(

B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct

the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the

Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), Exception No. 1, new Exception No. 3 through Exception No. 4, Note 2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).

The above information is provided free of charge by the Department of Industrial Relations from its web site at www.dir.ca.gov.

EXHIBIT 9B

INSPECTION CHECKLIST**Yes No NA****Postings and Programs**

- Is a Copy of the Injury and Illness Prevention Program maintained in a location readily accessible to all employees? ☐ ☐ ☐
- Is the Cal/OSHA poster *Safety and Health Protection on the Job* displayed in a prominent location where all employees are likely to see it? ☐ ☐ ☐
- Are emergency telephone numbers posted where they can be readily found in case of emergency? ☐ ☐ ☐
- Where employees may be exposed to hazardous substances, are Material Safety Data Sheets (MSDSs) readily available to affected employees? ☐ ☐ ☐
- Is the Summary of Occupational Injuries and Illnesses posted from February 1 through April 30? ☐ ☐ ☐
- Is the Workers' Compensation carrier notice posted in a prominent location? ☐ ☐ ☐

Comments: _____

Permits and Recordkeeping

- Are operating permits and records available and current for such items as elevators, air pressure tanks (air compressors), etc.? ☐ ☐ ☐
- Are employee safety and health training records maintained? ☐ ☐ ☐
- Are safety committee meeting records maintained? ☐ ☐ ☐

Comments: _____

Medical Services and First Aid

- Are first aid kits accessible to each work area, with necessary supplies available, inspected monthly and replenished as needed? ☐ ☐ ☐
- Are the first aid kits approved by a physician, indicating they are adequate for a particular area or operation? ☐ ☐ ☐
- Is the physician's approval letter available for all first aid kits? ☐ ☐ ☐

Comments: _____

Fire Protection

- Is proper clearance (18") maintained below sprinkler heads? ☐ ☐ ☐
- Are portable fire extinguishers mounted and readily accessible? ☐ ☐ ☐
- Are portable fire extinguisher locations identified with labels or signs? ☐ ☐ ☐
- Are fire extinguishers inspected monthly and recharged annually? ☐ ☐ ☐
- Are all flammable materials stored properly (flammable storage container)? ☐ ☐ ☐

Comments: _____

Personal Protective and Emergency Equipment

- Are protective goggles or face shields provided and worn where there is danger of hazardous material exposure to the eyes and face (i.e. splashing)? ☐ ☐ ☐
- Are safety glasses required to be worn at all times in areas where there is risk of eye injuries such as flying particles, punctures, abrasions, contusions or burns? ☐ ☐ ☐
- Are protective goggles, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals? ☐ ☐ ☐
- Are hard hats provided and worn where danger of falling objects exists? ☐ ☐ ☐
- Is foot protection provided and required where there is a risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions? ☐ ☐ ☐
- Is an emergency eyewash/shower provided for quick flushing/drenching of the eyes and body in areas where hazardous liquids and materials are handled? ☐ ☐ ☐
- If provided, is the emergency eyewash/shower inspected monthly? ☐ ☐ ☐

Comments: _____

	Yes		No
General Work Environment			
Are all worksites clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work surface kept dry or appropriate means taken to assure the surfaces are slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible scrap, debris and waste stored safely and removed from the worksite promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are covered metal waste cans used for oily and paint-soaked waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all toilets and washing facilities clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelves, cabinets, storage racks, etc. over 5' secured from falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If materials are stored on top of shelves, bookcases, etc., is it secured from falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Walkways and Stairways			
Are aisles and walkways at least 24" wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are aisles and walkways kept clear and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are wet surfaces covered with non-slip materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are spilled materials cleaned up immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are changes of direction or elevations readily identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails provided wherever surfaces are elevated more than 30 inches above any adjacent floor or the ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are grates or similar covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all stairways at least 22 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are steps on stairs and stairways designed or provided with a surface that renders them slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Exiting or Egress			
Are all exits marked with an exit sign and illuminated by a reliable light source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the directions to exits, when not immediately apparent, marked with visible signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors or stairways that are neither exits nor access to exits and which could be mistaken for exits, marked "NOT AN EXIT"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors operable from the direction of exit travel, without the use of a key or any special knowledge or effort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Electrical			
Are all light fixtures in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all work areas free of overloading (i.e. electrical octopus)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords utilized as permanent/fixed wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate clearance provided around electrical panels (36" in front of panel and minimum width of 30")?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical panels marked with voltage, current, wattage and other ratings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a directory provided which indicates the purpose of each circuit breaker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all openings in the electrical panels guarded and closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any exposed electrical wires and/or frayed electrical cords and plugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

County of Los Angeles

Agency/Location: _____

Inspector: _____

Date: _____

	Yes		No
Parking Lots			
All concrete tire stops free from protruding metal anchor rods?			
Is parking area properly illuminated?			
Is parking area free from potholes, depressions or other trip hazards?			
Comments:			

EXHIBIT 9C

HEALTH AND SAFETY UNIT
SAFETY PROGRAMS INSPECTION

STATION / FACILITY:

DATE OF INSPECTION:

INSPECTOR(S): **Sergeant Astrid McDuffee, Safety Officer**

HOST:

	<u>Yes</u>	<u>No</u>
1. Injury / Illness Prevention Program (IIPP)	()	()
a) Is the Program current?	()	()
-Blodborne Pathogen Program	()	()
-Purrel Dispensers available, filled and in working order And filled	()	()
b) Are personnel familiar with the IIPP?	()	()
c) Is the IIPP book available to employees? Where is the IIPP book kept?	()	()
d) Are employees trained/briefed on the IIPP?	()	()
e) Are training/briefings records on the IIPP kept in the within the IIPP book?	()	()
f) Is the IIPP book update annually?	()	()
g) Are MSDS on file? Where?	()	()
h) Who is the IIPP coordinator?		_____

Comments: _____

HEALTH AND SAFETY UNIT
SAFETY PROGRAMS INSPECTION

	<u>Yes</u>	<u>No</u>
2. Respiratory Protection Program	()	()
a) Is it current ?	()	()
b) Who is the RPP coordinator?	()	()
c) Training records in place regarding fit testing?	()	()
d) Medical waivers completed and maintained properly?	()	()

Comments:

	<u>Yes</u>	<u>No</u>
3. Cal/OSHA 300 log		
a) Is the log current?	()	()
b) Who completes the log?	()	()
c) Five years of archives?	()	()

Comments:

	<u>Yes</u>	<u>No</u>
4. Fire Prevention and Safety Plan?	()	()
- Fire Extinguishers mounted?	()	()
a) Have the fire extinguishers been serviced within the last year?	()	()
b) Does the tags on the fire extinguishers show the monthly inspections?	()	()

Comments

	<u>Yes</u>	<u>No</u>
5. Doctor Ordered First Aid Kit and Letter	()	()

Comments:

6. Heat stress/stroke Prevention and Aid Program	()	()
7. Employer's "On the job Safety and Health Protection" Poster?	()	()

Additional Comments:

EXHIBIT 9D

TOP 10 CAL/OSHA CITATIONS

Prepared by Chief Executive Office, Risk Management Branch

Since January 1, 2000, 63% of all citations issued to County of Los Angeles departments resulted from alleged violations of 10 Cal/OSHA regulations. These regulations and common violations are summarized below. The text of the regulations can be obtained by conducting a search at: <http://www.dir.ca.gov/samples/search/query.htm>.

Top 10 Cal/OSHA Citations at County of Los Angeles Workplaces			
Rank	Frequency (percentage of all County citations)	Cited Regulation (Title 8 CCR section number / name)	Examples of Common Violations
1	13.1%	6151 / Portable Fire Extinguishers	Failure to perform monthly extinguisher inspections, identify extinguisher locations, properly mount extinguishers, or perform annual maintenance.
2	9.7%	3203 / Injury and Illness Prevention Program (IIPP)	Failure to establish an IIPP, conduct and record periodic safety inspections, or correct hazards.
3	7.2%	5193 / Bloodborne Pathogens	Failure to establish an Exposure Control Plan, maintain a Sharps Injury Log, affix warning labels to waste containers, or provide safety training to employees.
4	6.9%	2340 / Requirements for Electrical Installations	Failure to maintain adequate clearance around electrical panels, guard energized parts, or label disconnecting means for electrical equipment (e.g. circuit breakers).
5	6.7%	3362 / General Requirements (Sanitation)	Failure to maintain workplace in clean and sanitary condition, prevent infestation by insects/rodents, or control intrusion of water.
6	5.8%	3273 / Working Area	Failure to maintain floors free of dangerous projections/ obstructions (e.g. nails) or maintain walkways free of debris and materials.
7	3.9%	14300 / Recordkeeping Requirement	Failure to post OSHA 300A summary of injuries/illnesses or record injuries/illnesses.
8	3.3%	3272 / Aisles, Walkways, and Crawlways	Failure to maintain 24" clearance in aisles, maintain stairways in good condition, or protect employees from slippery surfaces.
9	3.3%	5194 / Hazard Communication	Failure to train employees regarding hazardous materials in the workplace, maintain and make available Material Safety Data Sheets, maintain inventory of workplace hazardous chemicals, or properly label chemical containers.
10	3.3%	5142 / HVAC Systems to Provide Minimum Building Ventilation	Failure to perform and record annual HVAC inspections, or correct problems in a reasonable time.

EXHIBIT 9E

RISK MANAGEMENT BUREAU HEALTH AND SAFETY UNIT

SGT. ASTRID MCDUFFEE, SAFETY OFFICER

June 9, 2008

Cal/OSHA and You

Injury and Illness Prevention Program (IIPP)

Cal/OSHA requires all industries to have a safety and health program in the workplace. The Department, in conformance with county and state policies, mandates that each unit develop an Illness and Injury Prevention Program outlining its own safety practices and rules to ensure employees a hazard-free work environment, MPP 3-02/050.

The program should be kept in its own labeled book and be readily available to all employees. Your unit's IIPP will be examined at *Command Inspection*.

Why have a workplace Injury and Illness prevention Program?

- Accidents cost money;
- Productive time lost by employees and supervision attending the accident victim;
- Clean up and start up of operations interrupted by the accident;
- Time to hire or retrain other individuals to replace the injured worker until his/her return;
- Time/Cost for repair or replacement of any damaged equipment or materials;
- Cost of continuing all or part of the employee's wages, in addition to compensation;
- Reduced morale among employees, and perhaps lower efficiency;

- Costs of completing paperwork generated by the accident.

What is included in the IIPP?

- Identify the person(s) with the authority and responsibility for implementing the program;
- Include a system for ensuring that employees comply with safe and healthy work practices;
- Include procedures for identifying and evaluating workplace hazards, including the Department's mandated quarterly inspections;
- Include a system for communicating with employees in a form readily understandable by all effected employees on matters relating to occupational safety and health;
- Include a procedure to investigate occupational injury/illnesses;
- Include methods/procedures for correction of unsafe and unhealthy conditions, work practices and procedures in a timely manner based on the severity of the hazard.

In January of 2000, the passage of Assembly Bill 1127, determined government entities were no longer exempt from being cited and penalized with monetary fines for violations of Cal/OSHA regulations. Since then, the Sheriff's Department has received fines that range from a

few hundred dollars to several thousand dollars, depending on the nature of the violations.

Maintaining an effective IIPP at all the facilities will minimize the potential for Cal/OSHA citations.

RISK MANAGEMENT BUREAU HEALTH AND SAFETY UNIT

SGT. ASTRID MCDUFFEE, SAFETY OFFICER

June 9, 2008

Cal/OSHA and You

California became the first state in the nation to develop a safety and health regulation addressing heat illness in 2005. Cal/OSHA issued permanent heat illness prevention regulations to protect outdoor workers in 2006.

With the weather heating up, the Department of Industrial Relations' Division of Occupational Safety and Health (DIR/DOSH), also known as Cal/OSHA, informs employers that allowing their employees to acclimate to the heat is one of the best defenses against heat-related illnesses and fatalities.

The risk of dying from heat illness appears to be highest for employees who just begin working in extreme heat, as the body needs to adapt gradually to heat and humidity. Most people adjust to the weather or acclimate within 4 to 14 days of regular work levels, according to Cal/OSHA heat illness prevention data. It is imperative to monitor employees at all times during hot weather and allow those who are new to working in hot weather to gradually adapt to the daily routine.

California heat illness prevention standards require mandatory training for employees and supervisors on acclimatization, encouraging employees to continuously drink water throughout the day, taking frequent cool-down breaks and/or preventative recovery periods in the shade. It is especially critical to be vigilant of workers in the North County areas during our first exposure to the high temperatures, such as those we are currently experiencing.

Workers who are inside but work near sources of heat (welding shop, kitchen areas) or inside buildings with limited cooling capabilities (trailers, mobile ranges), must take the same precautions. Supervisors must ensure their Injury and Illness Prevention Program is effective and in writing. Cal/OSHA studies show effective reduction of heat illness depends on written procedures, access to water, access to cooler areas, acclimatization and weather monitoring, emergency response and employee and supervisor training.

Visit the Cal/OSHA Web site at <http://www.dir.ca.gov/heatillness> or contact Sgt. Astrid McDuffee, Health and Safety Unit, at (323) 890-5011.

EXHIBIT 9F

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:29 AM
Subject: Emailing: Risk Management Bureau - Health and Safety Unit - The Injured Worker

Units/Details

-

Civil Litigation Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/CLU/CLU.htm>>

-

Corrective Action Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Corrective/Corrective.htm>>

-

Discovery Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Discovery/Discovery.htm>>

-

Health and Safety Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS.htm>>

-

Motorcycle Training Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Motors/Motors.htm>>

-

Operations
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Operations/Operations.htm>>

-

Traffic Services Detail
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Traffic/Traffic.htm>>

Additional Links

-
Absence Follow-Up Database Download

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-AbsenceFollowUp.htm>>

-
Exposure to Hazardous Materials/Communicable Diseases

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Exposure.htm>>

-
Guide to Making Beneficiary Changes

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-GuideToMaking.htm>>

-
Hepatitis B Vaccination Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-HepatitisB.htm>>

-
Injury and Illness Prevention Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-IIPP.htm>>

-
Medical Facilities of Industrial Injuries - Corvel

<http://www.corvel.com/provider_lookup/>

-
Newsletter - Tuberculosis

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/News-Tuberculosis.pdf>>

-
Notification of Cal/OSHA Inspections and Citations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-NotificationCalOSHA.htm>>

-
Participation in Athletic Events

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-ParticipationInAthleticEvents.htm>>

-
Respiratory Protection Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-RespiratoryProtectionProgram.htm>>

-

Safety Information

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-SafetyInformation.htm>>

-

The Injured Worker Brochure

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm>>

-

Telephonic Reporting of the Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Telephonic.htm>>

-

How-To Complete - Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/Supervisors5020-HowTo-Package.pdf>>

-

Tristar Roster

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-TriStar.htm>>

-

Unit of Assignment Pay Locations

<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/uoa_payloc.pdf>

-

U.S. Healthworks - Medical Group Locations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-US-Healthworks.htm>>

Health and Safety Unit

4900 S. Eastern Ave #210
Commerce, CA 90040

Phone: (323) 890-5421
FAX: (323) 887-1912
After Hours (323) 526-5541

Message

If you have any questions or problems with the website please contact:
RMB Webmaster <mailto:LTDonline@lasd.org> .

Last Updated:
April 10, 2009

Health and Safety Unit - The Injured Worker

Department of Industrial Relations State of California

Rights to Workers' Compensation Benefits and how to obtain them

The Injured Worker

This brochure is intended to answer the most frequently raised questions and may not necessarily contain a solution to your particular problem. The specific facts of your situation may result in interpretations which are different from those presented here. If you have further questions after reading this brochure, you may contact an information and assistance officer listed at the end of this brochure.

Rights to Workers' Compensation Benefits and how to obtain them

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

The information contained in this brochure is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations which are different than presented here.

Benefit levels stated in this brochure apply to injuries on and after January 1, 1991. Minimum and maximum benefit levels are lower for injuries which occurred prior to that date.

The Division of Workers' Compensation is one of the divisions of the State Department of Industrial Relations working to protect all California workers.

Who is entitled to California workers' compensation benefits?

If you have an injury or illness resulting from your employment, you may be entitled to workers' compensation benefits, provided for you at your employer's expense. The injury or illness may result from a single incident or from repeated or prolonged exposure to activities or substances at work. With only a few exceptions, all California employers are subject to State workers' compensation laws. More than four out of five workers receive workers' compensation benefits from insurance carriers who cover their employers' liability. The remainder receive benefits directly from employers who are self-insured.

Federal employees and persons covered under federal legislation have other benefit programs and should contact the United States Department of Labor.

What happens if my employer has no insurance?

If your employer does not have workers' compensation insurance and is not self-insured, your benefits may be paid by the Uninsured Employers Fund of the State Department of Industrial Relations. It is important that you contact an information and assistance officer immediately if you suspect that your employer is illegally uninsured.

What are workers' compensation benefits?

Medical care

You will receive all medical treatment necessary to cure or relieve you from the effects of a work-caused injury or illness. This includes physicians's services, hospitalization, physical restoration, dental care, prescriptions, X-rays, laboratory studies and all other necessary and reasonable care ordered by your physician. There are no deductibles-the total cost of medical care is paid directly by the employer or its insurance carrier as a workers' compensation benefit.

In workers' compensation law the term "physician" is defined to include physicians and surgeons, psychologists, optometrists, dentists, podiatrists, osteopathic, acupuncturists, and chiropractic practitioners licensed by California state law.

Temporary disability

If your physician confirms that you cannot work because of your work-caused injury or illness, you are eligible for disability benefits. You will not be paid for the first three days off work after injury unless you are off more than 14 days or you are hospitalized overnight. Payments continue until your physician releases you to return to work or decides that your condition has reached a point of maximum improvement.

The weekly rate for temporary disability payments is usual based on two-thirds of your gross weekly wages. The minimum paid is \$126 per week or actual wages if you earn less than \$126 per week or actual wages if you earn less than \$126 per week. The maximum payment is \$336 per week.

These payments are based on a 7-day week and one day's compensation is equal to one-seventh of the weekly rate.

For example, if your weekly wages are \$504 or more, you would receive a weekly temporary disability payment of \$336, which is the maximum benefit. If your wages are \$400, you would be eligible to receive two-thirds of that, or \$200 per week. If you earn between \$126-189 per week, your payment is \$126 per week.

If your physician allows you to return to part-time or modified work while you are still recovering from your injury or illness, and you are receiving less than your usual earnings, you may be entitled to temporary partial disability.

Permanent disability benefits

If your injury or illness results in a permanent impairment that reduces your ability to compete in the labor market, you may be entitled to permanent disability benefits. If you believe that this applies to you, you should first discuss the nature of your disability with your physician; and then your eligibility for permanent disability benefits with your employer or insurance carrier.

Permanent disability can be evaluated only after your physician determines that your condition has reached maximum improvement and further change is not likely. At that time your condition has become "permanent and stationary" and can be evaluated by a Qualified Medical Evaluator (doctor). Your employer or insurance carrier will send a request to the state's Industrial Medical Council for random selection of three doctors. After an examination by the doctor you choose, his or her medical report will be forwarded to the Office of Benefits Determination of the State Division of Workers' Compensation. A determination of how much permanent disability exists will be made and you will be advised of the amount of the benefit.

Weekly rates of payments for permanent disability of less than 100 percent are set in the same manner as temporary disability, except the maximum weekly rate is \$140 based on earnings of \$210 per week, but if the final adjusted permanent disability rating is 25 percent or greater, \$148 per week based on maximum earnings of \$222 per week.

The minimum for permanent partial disability is \$70 per week based on minimum earnings of \$105.

Should you encounter any difficulties or need help in obtaining or selecting a Qualified Medical Evaluator, you may contact the information and assistance officer at the end of this brochure.

Vocational rehabilitation

If you are not likely to be able to return to your usual job duties because of your injury, you may be entitled to rehabilitation benefits to assist you in returning to work. While you are enrolled in a rehabilitation plan approved by the State Division of Workers' Compensation rehabilitation unit, the total cost of services and temporary disability is paid as part of your workers compensation

benefits.

A publication explaining rehabilitation benefits and a form on which you can request consideration can be obtained from the rehabilitation unit.

Transportation You should be reimbursed by the insurance carrier or your self-insured employer for the reasonable costs of transportation to secure medical care and rehabilitation. We suggest you keep a record of the date and purpose of your trips, round trip mileage or public transportation costs, bridge tolls and parking costs, and send it to the insurance carrier or self-insured employer.

Death benefits

If the work caused injury or illness results in death, benefits may be paid to qualified surviving dependents. The maximum death benefit is \$115,000. There is a separate allowance for reimbursement of reasonable burial expenses up to \$5000.

What should I do if I am injured or becoming ill as a result of my job?

If you believe you have suffered an industrial injury or illness, you should:

1. Report the injury immediately to your supervisor. Within one working day after receiving notice or knowledge of your injury, your supervisor will give you a claim form for you to complete and return to him/her. The supervisor will give you a dated and signed copy of the claim form and will forward a copy to the workers' compensation insurance company;

2. Contact your doctor to find out if a report was sent to the workers' compensation insurance carrier or your self-insured employer;

3. If you encounter any difficulty or delay with the above, contact the information and assistance officer nearest to your home as listed at the end of this brochure.

May I go to a doctor of my choice?

1. You may be treated by your own doctor for injuries requiring more than first aid, if prior to your injury, you notified your employer in writing of the name of your personal physician who has previously treated you and who has your medical history and record.

2. If you have not given such notice prior to your injury, the employer is responsible for arranging medical treatment.

3. If after notification, or, in the case of an emergency, your employer fails to refer you to a doctor, you may choose your own doctor for treatment of your work-caused injury or illness.

4. If medical care is still required after thirty (30) days from the date your injury or illness is reported to your employer, you have the right to choose your own treating physician. You must promptly notify your insurance carrier or self-insured employer of the name and address of your newly selected physician, who must report within five (5) days to the insurance carrier or self-insured employer that medical care is being provided.

Your employer also has the right to require that you be examined by a medical consultant of his choice, at his expense.

You are not responsible for the cost of medical treatment covered by workers' compensation. Bills for treatment are to be sent by the medical care provider directly to the insurance carrier, or employer if self-insured.

What if I do not receive the benefits to which I believe I am entitled?

If, after reading this brochure, you believe you are entitled to receive certain workers' compensation benefits and are not receiving them, we may be able to help you. Information and assistance officers are available through each of the State Division of Workers' Compensation Offices to provide impartial assistance to the injured workers, employers, and all other interested parties in the workers' compensation claim.

If any portion of your claim is disputed, it may be resolved through the efforts of the information and assistance officer. If the information and assistance officer is unable to help you, he or she will inform you of your rights under the workers' compensation laws and provide help in seeking a more formal remedy to the problem.

If you are still not satisfied that you are receiving all of the benefits to which you are entitled, you may file an "Application for Adjudication of Claim" with the State Division of Workers' Compensation. The application may be filed any time there is a bona fide dispute after service of the claim form.

You have the right to be represented by an attorney, if you wish. The attorney you select will receive a fee set by a workers' compensation judge.

Can I take my claim to a Civil Court?

Any disputes concerning your workers' compensation benefits should be referred to the information and assistance officer or to the Workers' Compensation Appeals Board. If you believe a person other than your employer is responsible for your injury, you may be able to seek payment from that party in civil court.

What if my employer discriminates against me because of my industrial

injury or illness?

Workers' compensation and labor laws prohibit discrimination against:

- * Workers who are injured because of their employment, or
- * Workers who testify or intend to testify before the Workers' Compensation Appeals Board regarding another employee's case.

In such cases, the worker may be entitled to reinstatement and reimbursement for lost wages and lost work benefits caused by the employer's action as well as an increase in workers' compensation benefits, as determined by the Workers' Compensation Appeals Board. The information and assistance officer should be consulted if you believe this applies to you.

When should I ask for help?

If you have questions about your claim, seek help immediately. Some questions may be answered promptly. Others may require more time to gather additional information from your employer or physician or rehabilitation counselor, before your question can be answered.

The workers' compensation laws contain time limits on beginning proceedings. In general, the limitation is one year from the date of injury, although the time is extended if medical or disability payments were provided because of your injury.

It is very important that you act promptly, so that you do not risk the loss of benefits because you waited too long. If you contact, an information and assistance officer before the time limit expires, the time limit will not expire until 60 days after a recommendation for resolution of the problem is made.

District Offices

Anaheim 92801-1162
1661 N. Raymond Ave.
(714) 738-4000
First & Second Floors

Ellen L. Flynn, Presiding Judge
Audit Unit, Suite 201 (714) 738-4048
Disability Evaluation Unit (714) 738-4040
Information & Assistance Unit, Suite 202 (714) 738-4038
Rehabilitation Unit (Santa Ana) (714) 558-4581
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims, Suite 101 (714) 738-4003

Bakersfield 93301-1929
1800 - 30th Street, Suite 100
(661) 395-2723

Evelyn Dapremont, Acting Presiding Judge
Disability Evaluation Unit (Ventura) (805) 654-4708
Information & Assistance Unit, 1st Floor (661) 395-2514
Rehabilitation Unit (Fresno) (559) 445-5066
SIF/UEF Claims (Sacramento, Suite 355) (916) 263-2774

Eureka 95501-0481
100 "H" Street, Suite 202
(707) 445-6518

Andrew Nash, Presiding Judge
Disability Evaluation Unit, (707) 441-5722
Information & Assistance Unit, Suite 201 (707) 441-5723
Rehabilitation Unit (Santa Rosa) (707) 576-2427
SIF/UEF Claims (Sacramento, Suite 355) (916) 263-2774

Fresno 93721-2280
2550 Mariposa Street, Suite 4078
(559) 445-5051

Stephen Webster, Presiding Judge
Disability Evaluation Unit, Suite 3014 (559) 445-6427
Information & Assistance Unit, Suite 4092 (559) 445-5355
Rehabilitation Unit, Suite 4092 (559) 445-5066
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (San Francisco, 8th Floor) (415) 703-4955

Goleta 93117-3018
6755 Hollister Ave. Suite 100
(805) 968-0258

Robert Ebenstein, Presiding Judge
Disability Evaluation Unit (Ventura) (805) 654-4708
Information & Assistance Unit (805) 966-9872
Rehabilitation Unit (805) 968-7678
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Los Angeles, 6th Floor) (213) 576-7300

Grover Beach 93433-2261
1562 Grand Avenue
(805) 481-4912

Michael LeCover, Acting Presiding Judge
Disability Evaluation Unit (Ventura) (805) 654-4708
Information & Assistance Unit (805) 481-3380
Rehabilitation Unit (Santa Barbara) (805) 568-0266
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Los Angeles, 6th Floor) (213) 576-7300

Long Beach 90802-4339
300 Oceangate Street, Suite 200
(562) 590-5001

Joseph Rebeck, Presiding Judge
Disability Evaluation Unit (562) 590-5017

Information & Assistance Unit (562) 590-5240
Rehabilitation Unit, Suite 100 (562) 590-5033
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Los Angeles, 6th Floor) (213) 576-7300

Los Angeles 90013-1105
320 W. 4th St, 9th Floor
(213) 576-7335

James Castranova, Presiding Judge
Disability Evaluation Unit (213) 576-7405
Information & Assistance Unit (213) 576-7389
Rehabilitation Unit (213) 576-7397
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Los Angeles, 6th Floor) (213) 576-7300

Oakland 94612-1402
1515 Clay St., 6th Floor
(510) 622-2866

Kenneth Peterson, Presiding Judge
Audit Unit, 6th Floor (510) 622-2857
Disability Evaluation Unit, 6th Floor (510) 622-2859
Information & Assistance Unit, 6th Floor (510) 622-2861
Rehabilitation Unit, 6th Floor (510) 622-2860
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (San Francisco, 8th Floor) (415) 703-4955

Oxnard CA 93030
2220 E. Gonzales Rd., Ste 100
(805) 485-2533

Larry Greenblatt, Presiding Judge
Disability Evaluation Unit (805) 485-4423
Information & Assistance Unit (805) 485-3528
Rehabilitation Unit (805) 485-3144
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Los Angeles, 6th Floor) (213) 576-7300

Pomona 91766-1601
435 West Mission Blvd., Suite 300
(909) 623-4301

Robert E. Welch, Presiding Judge
Disability Evaluation Unit, (909) 629-6288
Information & Assistance Unit, (909) 623-8568
Rehabilitation Unit, (909) 623-8767
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Anaheim, Suite 101) (714) 738-1423

Redding 96001-2796
2115 Civic Center Drive, Suite 15
(530) 225-2845

Michael Hurley, Presiding Judge
Disability Evaluation Unit (530) 225-2048

Information & Assistance Unit, Suite 15 (530) 225-2047
Rehabilitation Unit, Suite 8D (530) 225-2659
SIF/UEF Claims (Sacramento, Suite 355) (530) 263-2774

Riverside 92501-3337
3737 Main Street
(909) 782-4269

Elena Jackson, Presiding Judge
Disability Evaluation Unit (909) 782-4345
Information & Assistance Unit (909) 782-4347
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Anaheim, Suite 101) (714) 738-4003

Sacramento 95825-2403
2424 Arden Way, Suite 230
(916) 263-2735

Joel Harter, Presiding Judge
Audit Unit, Suite 305 (916) 263-2710
Disability Evaluation Unit, Suite 295 (916) 263-2767
Information & Assistance Unit, Ste 230 (916) 263-2718
& 263-2741
Rehabilitation Unit, Suite 395 (916) 263-2930
SIF/UEF Claims, Suite 355 (916) 263-2880

Salinas 93906-2016
1880 North Main Street
(831) 443-3060
Suites 100 & 200

Thomas Clarke, Presiding Judge
Disability Evaluation Unit (San Francisco) (415) 557-0300
Information & Assistance Unit, 2nd Floor (831) 443-3058
Rehabilitation Unit (San Jose) (408) 277-1102
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (San Francisco, 8th Floor) (415) 703-4955

San Bernardino 92401-1411
464 W. Fourth Street, Suite #239
(909) 383-4341

Dennis Zimmerman, Presiding Judge
Disability Evaluation Unit (909) 383-4056
Information & Assistance Unit, Suite 360 (909) 383-4522
Rehabilitation Unit, Suite 400 (909) 383-4073
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Anaheim, Suite 101) (714) 738-4003

San Diego 92102-4402
7575 Metropolitan Road, Suite 202
(619) 767-2083

Donald Clark, Presiding Judge
Disability Evaluation Unit (619) 767-2086
Information & Assistance Unit (619) 767-2082

Rehabilitation Unit (619) 767-2085
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Anaheim, Suite 101) (714) 738-4003

San Francisco (District Office) 94102-7002
455 Golden Gate Ave., 2nd Floor,
P.O. Box 429003, San Francisco, CA 94142-9003
(415) 703-5011

Susan Hamilton, Presiding Judge
Office Supervisor (415) 703-5034
Disability Evaluation Unit, 3rd Floor (415) 703-5030
Audit Unit, Suite 2002 (415) 557-0110
Information & Assistance Unit, Rm 3700 (415) 703-5020
Rehabilitation Unit, Third Floor (415) 703-5031
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims, 8th Floor (P.O. Box 429397, SF 94142-0603) (415)

703-4955

San Jose 95113-1482
100 Paseo de San Antonio, Rm. 241
(408) 277-1246

Andrew Cohn, Presiding Judge
Disability Evaluation Unit, (S.F., Suite 3300) (415) 557-0300
Information & Assistance Unit, Suite 240 (408) 277-1292
Rehabilitation Unit, Suite 240 (408) 277-1102
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (San Francisco, 8th Floor) (415) 703-4955

Santa Ana 92701-4070
28 Civic Center Plaza, Suite 451
(714) 558-4121

Allan Bass, Presiding Judge
Disability Evaluation Unit (714) 558-6749
Information & Assistance Unit, Suite 451 (714) 558-4597
Rehabilitation Unit, Suite 429A (714) 558-4581
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Anaheim, Suite 101) (714) 738-4003

Santa Monica 90405-5219
2701 Ocean Park Blvd., Suite 220
(310) 452-9114

Franklin M. Kaye, Presiding Judge
Disability Evaluation Unit, Suite 221 (310) 450-7438
Information & Assistance Unit, Suite 221 (310) 452-1188
Rehabilitation Unit, Suite 222 (310) 452-4166
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Los Angeles, 6th Floor) (213) 576-7300

Santa Rosa 95404-4760
50 "D" Street, Suite 420
(707) 576-2391

David Applen, Presiding Judge
Disability Evaluation Unit (San Francisco) (415) 557-1727
Information & Assistance Unit (707) 756-2452
Rehabilitation Unit (707) 756-2427
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (San Francisco, 8th Floor) (415) 703-4955

Stockton 95202-2393
31 East Channel Street, Rm. 344
(209) 948-7759

Bertram Cohen, Presiding Judge
Disability Evaluation Unit (209) 948-3651
Information & Assistance Unit (209) 948-7980
Rehabilitation Unit - Rm. 412 (209) 948-3608
SIF/UEF Claims (Sacramento, Suite 355) (916) 263-2774

Van Nuys 91401-3373
6150 Van Nuys Blvd., Suite 105
(818) 901-5367

Linda Morgan, Presiding Judge
Office Supervisor (818) 901-5367 or 3505
Disability Evaluation Unit (818) 901-5376
Information & Assistance Unit (818) 901-5374
Rehabilitation Unit, Suite 215 (818) 901-5443
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (Los Angeles, 6th Floor) (213) 576-7300

Walnut Creek 94598-2422
175 Lennon Lane, 2nd Floor
(925) 977-8310

Christopher E. Hamilton, Acting Presiding Judge
Disability Evaluation Unit (925) 977-8358
Information & Assistance Unit (925) 977-8343
Rehabilitation Unit (925) 977-8318
SIF (Sacramento, Suite 355) (916) 263-2774
UEF Claims (San Francisco, 8th Floor) (415) 703-4955

EXHIBIT 9G

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:29 AM
Subject: Emailing: Risk Management Bureau - Health and Safety Unit - Notification of Cal-OSHA Inspections and Citations

Units/Details

-
Civil Litigation Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/CLU/CLU.htm>>

-
Corrective Action Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Corrective/Corrective.htm>>

-
Discovery Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Discovery/Discovery.htm>>

-
Health and Safety Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS.htm>>

-
Motorcycle Training Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Motors/Motors.htm>>

-
Operations
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Operations/Operations.htm>>

-
Traffic Services Detail
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Traffic/Traffic.htm>>

Additional Links

-

Absence Follow-Up Database Download

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-AbsenceFollowUp.htm>>

-

Exposure to Hazardous Materials/Communicable Diseases

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Exposure.htm>>

-

Guide to Making Beneficiary Changes

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-GuideToMaking.htm>>

-

Hepatitis B Vaccination Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-HepatitisB.htm>>

-

Injury and Illness Prevention Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-IIPP.htm>>

-

Medical Facilities of Industrial Injuries - Corvel

<http://www.corvel.com/provider_lookup/>

-

Newsletter - Tuberculosis

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/News-Tuberculosis.pdf>>

-

Notification of Cal/OSHA Inspections and Citations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-NotificationCalOSHA.htm>>

-

Participation in Athletic Events

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-ParticipationInAthleticEvents.htm>>

-

Respiratory Protection Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-RespiratoryProtectionProgram.htm>>

Safety Information

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm>>

The Injured Worker Brochure

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm>>

Telephonic Reporting of the Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Telephonic.htm>>

How-To Complete - Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/Supervisors5020-HowTo-Package.pdf>>

Tristar Roster

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-TriStar.htm>>

Unit of Assignment Pay Locations

<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/uoa_payloc.pdf>

U.S. Healthworks - Medical Group Locations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-US-Healthworks.htm>>

Health and Safety Unit

4900 S. Eastern Ave #210
Commerce, CA 90040

Phone: (323) 890-5421
FAX: (323) 887-1912
After Hours (323) 526-5541

Message

If you have any questions or problems with the website please contact:
RMB Webmaster <<mailto:LTDonline@lasd.org>> .

Last Updated:
April 10, 2009

Health and Safety Unit - Notification of Cal/OSHA Inspections and Citations

This is a Re-Publication of: County of Los Angeles - Department of Human Resources Policies, Procedures, and Guidelines - Number 615 - February 8, 2002

Authority:

County Administrative Code: Title 5-Personnel; Chapter 5.31-Health, Safety Program and Workers' Compensation; Sections 5.31.030 <<http://ordlink.com/codes/lacounty/index.htm>> and 5.31.040 <<http://ordlink.com/codes/lacounty/index.htm>> .

Policy:

The Director of Personnel shall take all measures deemed necessary or effective to reduce or eliminate environmental health and safety hazards and the causes thereof. As part of this effort, departments shall notify Environmental Health and Safety Programs (EHSP), Department of Human Resources, of all inspections by the California Occupational Safety and Health Administration (Cal/OSHA) and any resultant citations.

Purpose:

To monitor Cal/OSHA inspection activities at County departments as a means to identify Cal/OSHA inspection trends, track the cost of monetary fines from Cal/OSHA citations, and identify Countywide program and training needs.

Introduction:

Effective January 1, 2000, the long-standing statutory exemption for governmental entities from imposition of California Occupational Safety and Health Administration (Cal/OSHA) civil penalties was repealed.

County departments are now subject to monetary fines for violations of Cal/OSHA regulations.

- * Fines for each serious violation can be as high as \$25,000, with an initial base penalty of \$18,000.

- * Fines for failure to abate a violation can be as high as \$15,000 for each day that the violative condition is not corrected.

- * Fines for repeat violations can be as high as \$70,000.

Cal/OSHA usually conducts a compliance inspection following an employee complaint or work site accident. The inspection is initiated when Cal/OSHA inspector(s) identify themselves at the work site and request an opening conference. Citations may be issued up to six months after the inspection.

Notification of Cal/OSHA Inspections:

Within three days of the opening conference, departments shall notify EHSP at (213) 738-2159 or (213) 738-2150 of the Cal/OSHA visit. EHSP will complete a Notification of Cal/OSHA Inspection, to document the inspection for internal tracking purposes.

Notification of Cal/OSHA Citations:

Following an inspection by Cal/OSHA, that agency may issue a Citation and Notification of Penalty. Departments should send a copy to EHSP within three days of receiving the citation. Departments are responsible for complying with all corrective actions required by the citation and for filing an appeal within 15 working days with the California Occupational Safety and Health Appeals Board if they wish to contest the citation. Copies of citations should be mailed to the Department of Human Resources, Environmental Health and Safety Programs, 3333 Wilshire Boulevard, 10th Floor, Los Angeles, CA 90010-4101, or faxed to EHSP at (213) 637-0822.

Consultation:

EHSP is available to assist departments with Cal/OSHA compliance issues. For assistance, call (213) 738-2159 or (213) 738-2150.

View the DHR-EHSP Notification Form:

You Do Not have to complete this form. This is to illustrate the information that they will ask for upon taking notification! Click Here http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/H_S_OSHA-notification.wpd .

Serious on the Job Injury or Illness

Click Here

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Assets/Cal-OSHA-914N-ShortVersion.pdf>> to view the Serious on the Job Injury or Illness Newsletter defining Cal/OSHA notification requirements - short version.

Click Here

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Assets/Cal-OSHA-914N-LongVersion.pdf>> to view the Serious on the Job Injury or Illness Newsletter defining Cal/OSHA notification requirements - long version with listing of District Offices and cities within their various jurisdictions.

Exposure to Bloodborne Pathogens

Click Here

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/BloodbornePathogensAwareness.htm>> to view the Powerpoint presentation in your browser.

Click Here

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Assets/BloodbornePathogensAwareness.ppt>> to download the Powerpoint presentation.

Click Here

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Assets/BloodbornePathogensExposure.pdf>> to view the Bloodborne Pathogens Exposure Control Plan PDF document.

Hazardous Materials Communication Program

Click Here

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Assets/BloodbornePathogensExposure.pdf>> to view the Hazardous Materials Communication Program PDF document.

Top 10 OSHA Violations

Prepared by Chief Executive Office, Risk Management Branch

Since January 1, 2000, 63% of all citations issued to County of Los Angeles departments resulted from alleged violations of 10 Cal/OSHA regulations. These regulations and common violations are summarized below. The text of the regulations can be obtained by conducting a search at this link (Click Here <<http://www.dir.ca.gov/samples/search/query.htm>>).

Top 10 Cal/OSHA Citations at County of Los Angeles Workplaces

Rank

Frequency
(percentage of all County citations)

Cited Regulation
(Title 8 CCR section number / name)

Examples of Common Violations

1

13.1%

6151 / Portable Fire Extinguishers

Failure to perform monthly extinguisher inspections, identify extinguisher locations, properly mount extinguishers, or perform annual maintenance.

2

9.7%

3203 / Injury and Illness Prevention Program (IIPP)

Failure to establish an IIPP, conduct and record periodic safety inspections, or correct hazards.

3

7.2%

5193 / Bloodborne Pathogens

Failure to establish an Exposure Control Plan, maintain a Sharps Injury Log, affix warning labels to waste containers, or provide safety training to employees.

4

6.9%

2340 / Requirements for Electrical Installations

Failure to maintain adequate clearance around electrical panels, guard energized parts, or label disconnecting means for electrical equipment (e.g. circuit breakers).

5

6.7%

3362 / General Requirements (Sanitation)

Failure to maintain workplace in clean and sanitary condition, prevent

infestation by insects/rodents, or control intrusion of water.

6

5.8%

3273 / Working Area

Failure to maintain floors free of dangerous projections/ obstructions (e.g. nails) or maintain walkways free of debris and materials.

7

3.9%

14300 / Recordkeeping Requirement

Failure to post OSHA 300A summary of injuries/illnesses or record injuries/illnesses.

8

3.3%

3272 / Aisles, Walkways, and Crawlways

Failure to maintain 24" clearance in aisles, maintain stairways in good condition, or protect employees from slippery surfaces.

9

3.3%

5194 / Hazard Communication

Failure to train employees regarding hazardous materials in the workplace, maintain and make available Material Safety Data Sheets, maintain inventory of workplace hazardous chemicals, or properly label chemical containers.

10

3.3%

5142 / HVAC Systems to Provide Minimum Building Ventilation

Failure to perform and record annual HVAC inspections, or correct problems in a reasonable time.

Protecting Employees In Hot Environments

Click Here

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Assets/ProtectingEmployeesInHotEnvironments.pdf>> to view Protecting Employees in Hot

Environments Safety Bulletin.

EXHIBIT 9H

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:30 AM
Subject: Emailing: Risk Management Bureau - Health and Safety Unit - Injury and Illness Prevention Program

Units/Details

-
Civil Litigation Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/CLU/CLU.htm>>

-
Corrective Action Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Corrective/Corrective.htm>>

-
Discovery Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Discovery/Discovery.htm>>

-
Health and Safety Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS.htm>>

-
Motorcycle Training Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Motors/Motors.htm>>

-
Operations
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Operations/Operations.htm>>

-
Traffic Services Detail
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Traffic/Traffic.htm>>

Additional Links

-

Absence Follow-Up Database Download

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-AbsenceFollowUp.htm>>

-

Exposure to Hazardous Materials/Communicable Diseases

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Exposure.htm>>

-

Guide to Making Beneficiary Changes

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-GuideToMaking.htm>>

-

Hepatitis B Vaccination Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-HepatitisB.htm>>

-

Injury and Illness Prevention Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-IIIPP.htm>>

-

Medical Facilities of Industrial Injuries - Corvel

<http://www.corvel.com/provider_lookup/>

-

Newsletter - Tuberculosis

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/News-Tuberculosis.pdf>>

-

Notification of Cal/OSHA Inspections and Citations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-NotificationCalOSHA.htm>>

-

Participation in Athletic Events

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-ParticipationInAthleticEvents.htm>>

-

Respiratory Protection Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-RespiratoryProtectionProgram.htm>>

-

Safety Information

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-SafetyInformation.htm>>

-

The Injured Worker Brochure

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm>>

-

Telephonic Reporting of the Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Telephonic.htm>>

How-To Complete - Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/Supervisors5020-HowTo-Package.pdf>>

-

Tristar Roster

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-TriStar.htm>>

-

Unit of Assignment Pay Locations

<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/uoa_payloc.pdf>

-

U.S. Healthworks - Medical Group Locations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-US-Healthworks.htm>>

Health and Safety Unit

4900 S. Eastern Ave #210
Commerce, CA 90040

Phone: (323) 890-5421
FAX: (323) 887-1912
After Hours (323) 526-5541

Message

If you have any questions or problems with the website please contact:
RMB Webmaster <<mailto:LTDOnline@lasd.org>> .

Last Updated:
April 10, 2009

Health and Safety Unit - Injury and Illness Prevention Program

The Injury and Illness Prevention Program (IIPP) is a Cal/OSHA mandated program designed to ensure a safe and healthy work environment for employees. Each Unit is required to have an active IIPP in place (refer to MPP 3-02/050.00). Units that do not are subjecting the Department to substantial monetary fines.

Below is a copy of the Department of Human Resources guidelines that can be used to review, evaluate and maintain your unit's existing IIPP. Units that do not currently have an IIPP can use the guidelines to develop one and minimize the potential for Cal/OSHA citations.

Until the recent passage of Assembly Bill 1127 (Steinberg), public agencies were exempt from monetary fines imposed on private employers for violations of California Occupational Safety and Health Administration (Cal/OSHA) regulations. AB 1127 repealed this exemption. Effective January 1, 2000, Los Angeles County can be cited and receive monetary penalties if Cal/OSHA inspections uncover violations of Cal/OSHA regulations. The fines can range from a few hundred to thousands of dollars, depending on the nature of the violation(s).

If you have any questions, please call Health and Safety at (323) 890-5421 during regular business hours.

Injury and Illness Prevention Program (IIPP)

Management commitment is necessary to ensure the successful implementation of a comprehensive and an effective health and safety program for each unit. Managers and supervisors must familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

In the event that a Cal/OSHA inspector visits your worksite, he/she will ask to see a copy of your written IIPP. Be prepared to provide this document. You should be familiar with all the components within the document. The inspector may check with employees to determine if they were trained when the IIPP first became effective, and are familiar now with the program. The IIPP is the core document of your health and safety program and as such is a document that should be continually updated and revised as new operations, equipment, materials, and

procedures are introduced into the work environment. Each unit's Injury and Illness Prevention Program must be in writing and at a minimum must include:

1. The Name(s) of the Person or Persons with Authority and Responsibility for Implementing the Program

The person or persons with responsibility and authority for the health and safety program must be identified in the IIPP by name or title. If by title, the current individual with the title must be identified by name. These individuals have the responsibility to ensure their unit is in compliance with the requirements of California Code of Regulations (CCR) '3203. They must also have the authority to stop hazardous operations and initiate immediate corrective action when necessary.

2. A System for Ensuring Employee Compliance with Safe and Healthful Work Practices

Management is responsible for developing and implementing safe work practices for all identified hazardous operations. This includes communicating work practices, policies and procedures to employees and ensuring they are understood. Employees, in turn, are responsible for maintaining a safe work environment by following all established safe work practices, policies, and procedures.

Essential means for ensuring compliance with established safe and healthful work practices include training and retraining programs, recognition of employees who follow proper work practices, and disciplinary action in accordance with civil service rules.

3. A System for Communication with Employees

Open communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. Generally accepted methods of communication include scheduled safety meetings, written safety notifications, newsletters/bulletins, e-mail, anonymous suggestion boxes and safety committees. Regardless of the communication methods used, employees are to be encouraged to report, without fear of reprisal, hazards they identify at the worksite.

All health and safety issues identified and employee suggestions and/or complaints should be documented as well as action taken or planned by management.

4. Hazard Assessment

Scheduled periodic workplace inspections to identify and evaluate unsafe conditions and work practices is an essential part of an IIPP. In

addition, inspections must be conducted:

When the Program is first established for new operations;

- * 4.1 Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and
- * 4.2 Whenever management is made aware of new or previously unrecognized hazards.
- * All inspections should be documented (see page 5).

5. Accident/Exposure Investigation

Investigations of accidents, exposures or near misses should be conducted with the primary focus to obtain facts concerning the causes and factors related to such incidents. The investigation is aimed at determining how accidents, exposures or near misses can be prevented in the future, not to assign blame. The facts of the incident should be documented on an accident/exposure investigation form.

6. Hazard Control

Procedures must be established for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner when first observed or discovered. When corrective action involves multiple steps or cannot be completed promptly, an action plan should be developed. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed personnel must be removed from the area except those necessary to correct the problem.

7. Training

Training and instruction on workplace hazards and safe work practices must be provided:

- * 7.1 When the IIPP is first established;
- * 7.2 To all new employees;
- * 7.3 To all employees given new job assignments for which training has not previously been received;
- * 7.4 Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- * 7.5 Whenever management is made aware of a new or previously unrecognized hazard; and
- * 7.6 To managers and supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

In other words, training in the hazards of the job must be provided to newly hired staff and supervisors, to newly transferred employees and

supervisors who have not received the appropriate safety training, and to employees and supervisors when new hazards are introduced into the workplace or previously unrecognized hazards become known.

Also, all employees and supervisors should be retrained at a worksite where a work related injury or illness occurs in order to prevent similar incidents from recurring.

8. Recordkeeping

It is important to maintain records of all efforts at administering an injury and illness prevention program. Although Exception No. 4 in '3203 (CCR) exempts local governmental entities such as the County from certain record keeping requirements, it is in the unit's best interest to maintain records. For example, if an employee, under questioning by a Cal/OSHA inspector, does not remember receiving safety training, documentation of the training may be the only proof of the employee's attendance at the training.

The periodic safety inspections should be documented. Include the names of those conducting the inspection, any unsafe conditions and work practices identified, and the action taken to correct the hazard. These records should be maintained for a minimum of one year.

Any safety training given to employees should be documented, including the names of the attendees, date of training, type of training, names and titles of person(s) providing the training, and a short description of the curriculum. These records should also be maintained for a minimum of one year.

Cal/OSHA Form 200: Enter recordable injuries and illness on the Cal/OSHA Form 200, Log and Summary of Occupational Injury or Illness. Supplemental information on each recordable injury and illness should be recorded on the Cal/OSHA Form 5020, Employer's Report of Occupational Injury or Illness or similar form. These records must be retained by units for five years.

9. Labor/Management Safety and Health Committee

Although not required by '3203 (CCR), a unit's Labor/Management Safety and Health Committee is encouraged by Cal/OSHA and can be used to comply with the communication requirement of '3203 (CCR), provided the Committee:

- * 9.1 Meets regularly, but not less than quarterly;
- * 9.2 Makes written records of the issues discussed at the meetings available to employees and Cal/OSHA. Records must be maintained for at least one year.
- * 9.3 Reviews results of the periodic inspections;
- * 9.4 Reviews investigations of workplace injuries and illness and, where appropriate, submits suggestions to management to prevent future incidents;

- * 9.5 Reviews investigations of alleged hazardous conditions brought to the attention of the Committee;
- * 9.6 Participates in the evaluation of employee health and safety suggestions and complaints; and
- * 9.7 Upon request from Cal/OSHA, verifies abatement action taken to abate Cal/OSHA citations.

10. Code of Safe Practices

The IIPP required by construction-related operations ('1509 of the Construction Safety Orders) must have a Code of Safe Practices which clearly establishes safe work rules for particular trades. The majority of County operations must comply with '3203 (CCR) of the General Industry Safety Orders, and therefore do not require a Code of Safe Practices. However, such codes are useful and should be considered for all operations.

11. Working with Contract Employees

When utilizing contract employees for temporary or specialized projects, units should orient these employees on their IIPP and ensure that they comply with related policies and procedures.

Resources: The Department of Human Resources= Environmental Health and Safety Programs (EHSP) is available to provide assistance in reviewing your unit's IIPP. It can also provide guidance in implementing and maintaining the IIPP. The telephone number for EHSP is (213) 738-2159; the fax number is (213) 637-0822.

Also, the California Department of Industrial Relations' Division of Occupational Safety and Health (Cal/OSHA) provides consultation services. Offices for these services are located in Santa Fe Springs, Van Nuys, and Anaheim. They can be reached at (800) 963-9424. Cal/OSHAs Internet access is: <http://www.dir.ca.gov>

EXHIBIT 9I

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:28 AM
Subject: Emailing: Risk Management Bureau - Health and Safety Unit - Home Page

Units/Details

-
Civil Litigation Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/CLU/CLU.htm>>

-
Corrective Action Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Corrective/Corrective.htm>>

-
Discovery Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Discovery/Discovery.htm>>

-
Health and Safety Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS.htm>>

-
Motorcycle Training Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Motors/Motors.htm>>

-
Operations
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Operations/Operations.htm>>

-
Traffic Services Detail
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Traffic/Traffic.htm>>

Additional Links

-
Absence Follow-Up Database Download

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-AbsenceFollowUp.htm>>

-
Exposure to Hazardous Materials/Communicable Diseases

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Exposure.htm>>

-
Guide to Making Beneficiary Changes

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-GuideToMaking.htm>>

-
Hepatitis B Vaccination Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-HepatitisB.htm>>

-
Injury and Illness Prevention Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-IIPP.htm>>

-
Medical Facilities of Industrial Injuries - Corvel

<http://www.corvel.com/provider_lookup/>

-
Newsletter - Tuberculosis

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/News-Tuberculosis.pdf>>

-
Notification of Cal/OSHA Inspections and Citations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-NotificationCalOSHA.htm>>

-
Participation in Athletic Events

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-ParticipationInAthleticEvents.htm>>

-
Respiratory Protection Program

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-RespiratoryProtectionProgram.htm>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-RespiratoryProtectionProgram.htm)

-

Safety Information

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-SafetyInformation.htm>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-SafetyInformation.htm)

-

The Injured Worker Brochure

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm)

-

Telephonic Reporting of the Employee Injury Form 5020

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Telephonic.htm>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Telephonic.htm)

How-To Complete - Employee Injury Form 5020

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/Supervisors5020-HowTo-Package.pdf>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/Supervisors5020-HowTo-Package.pdf)

-

Tristar Roster

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-TriStar.htm>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-TriStar.htm)

-

Unit of Assignment Pay Locations

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/uoa_payloc.pdf>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/uoa_payloc.pdf)

-

U.S. Healthworks - Medical Group Locations

[<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-US-Healthworks.htm>](http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-US-Healthworks.htm)

Health and Safety Unit

4900 S. Eastern Ave #210
Commerce, CA 90040

Phone: (323) 890-5421
FAX: (323) 887-1912
After Hours (323) 526-5541

Message

If you have any questions or problems with the website please contact:
RMB Webmaster <<mailto:LTDonline@lasd.org>> .

Last Updated:
April 14, 2009

Welcome Health and Safety Unit

The Health & Safety Unit is responsible for coordinating efforts to minimize risk and protect our personnel and financial resources when Department members become injured or ill. The Unit processes industrial injury and illness cases and provides 24-hour a day assistance to Department members and families in the event of serious injury, serious illness or death. The Unit also administers a proactive Return To Work Program and serves as a liaison between the employee, the employee's unit of assignment, County Counsel, Tristar (a third party administrator specializing in claim adjustments) and the Retirement Board.

See the full size
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Images/HS-April-09.JPG>> version

Safety and Training Unit

The Safety and Training Section provides training and information to Department members in the areas of worker's compensation, return to work efforts and safety laws. They also disseminate information to assist all units in the preparation, implementation and effectiveness of the state mandated Injury and Illness Prevention Program. They serve as a liaison to Cal/OSHA and also coordinate the annual Hepatitis B Program.

Return to Work Section

Senior Employee Services Representatives act as the liaison to Department employees, division administrators and unit commanders to facilitate an employee's return to work following an injury or illness. They are available to respond to all questions relating to claims.

processing and employee benefits for department employees and their families. Senior Employee Services representatives also monitor Department employees who are absent from work due to a work-related injury or illness and assist the Department's claims adjuster with the worker's compensation process.

EXHIBIT 9J

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:28 AM
Subject: Emailing: Risk Management Bureau - Health and Safety Unit - Hepatitis B Vaccination Program

Units/Details

-

Civil Litigation Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/CLU/CLU.htm>>

-

Corrective Action Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Corrective/Corrective.htm>>

-

Discovery Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Discovery/Discovery.htm>>

-

Health and Safety Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS.htm>>

-

Motorcycle Training Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Motors/Motors.htm>>

-

Operations
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Operations/Operations.htm>>

-

Traffic Services Detail
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Traffic/Traffic.htm>>

Additional Links

-

Absence Follow-Up Database Download

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-AbsenceFollowUp.htm>>

-

Exposure to Hazardous Materials/Communicable Diseases

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Exposure.htm>>

-

Guide to Making Beneficiary Changes

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-GuideToMaking.htm>>

-

Hepatitis B Vaccination Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-HepatitisB.htm>>

-

Injury and Illness Prevention Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-IIPP.htm>>

-

Medical Facilities of Industrial Injuries - Corvel

<http://www.corvel.com/provider_lookup/>

-

Newsletter - Tuberculosis

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/News-Tuberculosis.pdf>>

-

Notification of Cal/OSHA Inspections and Citations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-NotificationCalOSHA.htm>>

-

Participation in Athletic Events

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-ParticipationInAthleticEvents.htm>>

-

Respiratory Protection Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-RespiratoryProtectionProgram.htm>>

-

Safety Information

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-SafetyInformation.htm>>

-

The Injured Worker Brochure

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm>>

-

Telephonic Reporting of the Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Telephonic.htm>>

-

How-To Complete - Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/Supervisors5020-HowTo-Package.pdf>>

-

Tristar Roster

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-TriStar.htm>>

-

Unit of Assignment Pay Locations

<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/uoa_payloc.pdf>

-

U.S. Healthworks - Medical Group Locations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-US-Healthworks.htm>>

Health and Safety Unit

4900 S. Eastern Ave #210
Commerce, CA 90040

Phone: (323) 890-5421
FAX: (323) 887-1912
After Hours (323) 526-5541

Message

If you have any questions or problems with the website please contact:
RMB Webmaster <mailto:LTDonline@lasd.org> .

Last Updated:
April 10, 2009

Health and Safety Unit - Hepatitis B Vaccination Program

What does the program consist of?

Participation in the Hepatitis B program is voluntary. It is directed toward those who face possible occupational exposure to carriers of the Hepatitis B virus. Occupational exposure means reasonably anticipated skin, eye, mucous membrane or contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

For those who wish to participate, the Hepatitis B vaccination program is a series of three injections. The injections will be given by representatives of the Department of Health Services (DHS). The result of the three injections is immunization to Hepatitis B. There is no immunity unless you receive all three injections within the below listed time guidelines. The schedules of the injections are as follows:

- * Day 1 - blood sample & injection number one
- * 30 days later - injection number two
- * Five months later - injection number three
- * 30 days later - blood sample

At the time of the first injection medical staff will take a blood sample from the employee and test it for the presence of Hepatitis B. At the conclusion of the third injection medical staff will take a second blood sample from the employee. If it is found a person has not developed the Hepatitis B antibody, additional injections may be required.

Who can participate?

The Hepatitis B vaccination program is only for Sheriff's Department Personnel. This includes Reserve Deputies, volunteers, etc. who have a reasonable expectation of occupational exposure to blood borne pathogens.

What is a blood borne pathogen?

A blood borne pathogen is a biological agent contained in blood or body fluids that have been known or assumed to be associated with the transmission of communicable disease in humans.

Hazardous body fluid (HBF) includes blood and certain other body fluids, such as semen, vaginal secretion, cerebrospinal, breast milk, synovial, pleural, peritoneal, pericardial and amniotic, or any body fluid visibly contaminated with blood.

Who should not participate in the program?

Generally, anyone who is pregnant or has an allergy to yeast and/or egg products. Personnel with specific questions, i.e., nursing mothers, persons suffering from illness, etc. are encouraged to consult their personal doctor. Additionally, questions can be directed to the Department of Health Services - Employee Health Services - Ted Felix at (323) 226-6897 or pager (213) 919-2162.

How long are the vaccinations good for?

If the vaccination process is completed, the immunity is good for life.

When and where will the vaccinations take place?

Personnel will be advised of dates, times and locations where the vaccinations will be given via Department Broadcasts. Supervisors should make every effort to allow on-duty personnel participate in the program.

If you have any questions, please call Health and Safety at (323) 890-5421 during regular business hours.

Where can I find out more information about Hepatitis?

Visit the Centers for Disease Control Website at the following link:
<http://www.cdc.gov/ncidod/diseases/hepatitis/index.htm>

EXHIBIT 9K

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:30 AM
Subject: Emailing: Risk Management Bureau - Health and Safety Unit - Exposure to Hazardous Materials-Communicable Diseases

Units/Details

-

Civil Litigation Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/CLU/CLU.htm>>

-

Corrective Action Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Corrective/Corrective.htm>>

-

Discovery Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Discovery/Discovery.htm>>

-

Health and Safety Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS.htm>>

-

Motorcycle Training Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Motors/Motors.htm>>

-

Operations
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Operations/Operations.htm>>

-

Traffic Services Detail
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/Traffic/Traffic.htm>>

Additional Links

-

Absence Follow-Up Database Download

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-AbsenceFollowUp.htm>>

-

Exposure to Hazardous Materials/Communicable Diseases

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Exposure.htm>>

-

Guide to Making Beneficiary Changes

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-GuideToMaking.htm>>

-

Hepatitis B Vaccination Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-HepatitisB.htm>>

-

Injury and Illness Prevention Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-IIPP.htm>>

-

Medical Facilities of Industrial Injuries - Corvel

<http://www.corvel.com/provider_lookup/>

-

Newsletter - Tuberculosis

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/News-Tuberculosis.pdf>>

-

Notification of Cal/OSHA Inspections and Citations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-NotificationCalOSHA.htm>>

-

Participation in Athletic Events

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-ParticipationInAthleticEvents.htm>>

-

Respiratory Protection Program

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-RespiratoryProtectionProgram.htm>>

-

Safety Information

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-SafetyInformation.htm>>

-

The Injured Worker Brochure

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-InjuredWorker.htm>>

-

Telephonic Reporting of the Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Telephonic.htm>>

-

How-To Complete - Employee Injury Form 5020

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/Forms/Supervisors5020-HowTo-Package.pdf>>

-

Tristar Roster

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-TriStar.htm>>

-

Unit of Assignment Pay Locations

<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/uoa_payloc.pdf>

-

U.S. Healthworks - Medical Group Locations

<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-US-Healthworks.htm>>

Health and Safety Unit

4900 S. Eastern Ave #210
Commerce, CA 90040

Phone: (323) 890-5421
FAX: (323) 887-1912
After Hours (323) 526-5541

Message

If you have any questions or problems with the website please contact:
RMB Webmaster <<mailto:LTDonline@lasd.org>> .

Last Updated:
April 10, 2009

Exposure to Hazardous Materials/Communicable Diseases

Whenever the employee is exposed to a hazardous material, toxic Substance or communicable disease, the Los Angeles County Sheriff's Department Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure report, form SH-R-426
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Forms.htm>> , shall be completed.

Whenever an employee exposed to the hazardous material, toxic substance or communicable disease receives an injury or obtains medical treatment, form SH-R-426
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Forms.htm>>
and an Employers Report of Occupational Injury or Illness, form 5020, (SH-AD 92
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Forms.htm>>),
Employee's Claim for Workers Compensation Benefits, DWC form 1,
Supervisor's Investigation - Industrial Injury/Illness, SH-AD 666
<<http://intranet.lasd.sheriff.sdn/intranet/sites/Rmb/HS/HS-Forms.htm>> ,
and medical treatment cards, shall be filled out.

Mere exposure does not constitute an injury.

Refer to manual section 5-06/100.10
<<http://intranet/intranet/MPP/Vol5/5-06/5-06-100.10.htm>>

If you have any questions, please call Health and Safety at (323) 890-5421 during regular business hours.

EXHIBIT 9L

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:31 AM
Subject: Emailing: 3-02-040.25 EMPLOYEE EXPOSED TO COMMUNICABLE DISEASE

<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol3/3-02/3-02-040.15.htm>
>
<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol3/3-02/3-02-040.30.htm>
>

3-02/040.25 EMPLOYEE EXPOSED TO COMMUNICABLE DISEASE

Any employee who comes in contact with a communicable disease in the line of duty shall be responsible for:

- * Notifying his watch commander of the contact,
- * Preparing and forwarding by County messenger to the Health and Safety Unit, original and one copy of the Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426).

When several members have come in contact with the same diseased person, a separate report shall be prepared for each employee involved. In addition, prepare and forward by County messenger, to the Health and Safety Unit, a list of the names of all members who have come in contact with the same diseased person (SH-AD-32A).

When advice is desired, contact Health and Safety Unit.

If a member subsequently contracts the disease, additional reports shall be prepared and processed in the same manner as for an industrial injury. The date and time of exposure to the disease shall be substituted for the date and time of injury on form SH-AD-92.

Safety Equipment

Consistent with operational requirements, all units shall maintain an adequate supply of resuscitation masks, disposable gloves, disposable towels, disposable face masks, disinfectant spray and plastic storage/disposal bags. Specialized units within Detective Division may also maintain adequate inventories of additional protective apparel. Items may be obtained through divisional budget representatives utilizing standard requisition procedures.

Unit commanders shall ensure that adequate supplies are maintained and distributed to Department employees, vehicles and work locations in accordance with divisional directives.

Safety Equipment Usage for Risk Reduction

- * Resuscitation masks should be used during the resuscitation of any person who has stopped breathing,
- * Disposable gloves should be routinely worn when any contact is anticipated with blood or other body fluids, or when contacting clothing or materials which may have been contaminated with blood or other body fluids,

- * Disposable face masks should be utilized by employees when in contact with large amounts of possible contaminated fluids,
- * Disinfectant spray should be used on any surface contaminated by blood or other body fluids,
- * Disposable towels should be used in conjunction with disinfectant to clean up contaminated sites,
- * Plastic storage/disposal bags should be used to transport and store any clothing, etc., or to transport disposal soiled gloves, towels or cleaning materials which have been contaminated by blood or other body fluids. Contaminated materials that are to be held as evidence shall be dried, then packaged in paper evidence envelopes/bags and distinctively marked "Contaminated with blood/body fluid."

General Precautions

- * Extreme caution should be exercised when conducting searches and dealing with any sharp object that may be contaminated,
- * Sharp objects which may be contaminated and must be disposed of or held as evidence should be placed in puncture-resistant containers and appropriately labeled,
- * An employee who is bleeding or who has any open wound or skin lesion should avoid direct contact with the blood or other body fluids of another person. If the employee's broken skin is on the hands, disposable gloves should be used when handling blood or other body fluids of another person,
- * Any equipment or clothing coming into contact with possibly contaminated substances or persons should be disposed of, or properly decontaminated as soon as practical,
- * Employees who come in frequent physical contact with inmates (i.e., searching and fingerprinting) should routinely wear disposable gloves during such procedures,
- * Locations which have been severely contaminated by blood or other body fluids (i.e., homicides) should be secured or contained until the arrival of appropriately equipped personnel.

Decontamination

- * Any person who becomes contaminated should, as soon as practical, wash exposed areas thoroughly with soap and water,
- * Contaminated surfaces and personal equipment may be decontaminated with Department issued disinfectant spray, any commercial disinfectant, or a solution of one part bleach to ten parts water (1:10),
- * Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning,
- * Disposable gloves, towels and other items used to clean up contaminated areas should be placed in plastic storage bags and disposed of at the nearest appropriate disposal site as approved by Medical Services at (213-974-4949).

Use of Trustees for Decontamination

Trustees may be used to assist in cleaning contaminated areas and vehicles at any Sheriff's facility where trustees are normally assigned. Supervising personnel shall ensure that their activity conforms to all hygienic practices and policies cited in this subsection.

04/01/96 MPP

EXHIBIT 9M

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:31 AM
Subject: Emailing: 5-05-010.00 TRAFFIC COLLISION RESPONSE TEAM

<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol5/5-05/5-05-000.15.htm>>
>
<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol5/5-05/5-05-020.00.htm>>
>

5-05/010.00 TRAFFIC COLLISION RESPONSE TEAM

The Traffic Collision Response Team is comprised of highly trained traffic investigators with the expertise to conduct in-depth and extensive collision investigations. Upon being notified, the Traffic Services Detail shall evaluate the need to respond and investigate any traffic collision which involves a Department vehicle or Department on-duty employee when the collision results in complaint of pain, injury, death, (to any person involved in the collision) substantial property damage or any collision which results from a pursuit, Code 9, surveillance mode, and/or Code 3 operation. The Traffic Services Detail shall be notified and respond to investigate any traffic collision, pursuit, Code 9 - surveillance mode, and/or Code 3 operation which involves a Department vehicle or Department on-duty employee when there is a death (to any person). Upon being notified, Traffic Services Detail shall also have the responsibility to evaluate the circumstances and determine the need to respond and assist any Unit with the investigation of any traffic collision which involves a contract city vehicle or non-Department County vehicle when the collision results in serious injury, fatality or substantial property damage. If a Traffic Services Detail Supervisor determines that there is a need to respond, a Traffic Collision Response Team shall be dispatched to the scene.

For purposes of this policy, any collision which results from a pursuit, Code 9, surveillance mode, and/or Code 3 Operation includes, but is not limited to:

- * Department vehicle involved,
- * Suspect vehicle involved,
- * Third party motorists involved, as a direct result of the pursuit and/or Code 3 Operation.

Traffic Collision Response Team Responsibilities

Incidents occurring in a contract city and meeting the Traffic Services Detail handling criteria, shall have a Traffic Collision Response Team assigned to investigate the incident and perform the following:

- * Complete the Traffic Collision Investigation Report (CHP-555),
- * Complete a Collision/Incident Analysis Report for the Executive Risk Review Committee,
- * Maintain a complete package of information for each case investigated by the Traffic Collision Response Team,
- * Assume "functional supervision" of Department resources at the traffic collision scene by the Traffic Response Team Sergeant,

- * Assist with County Claims Administrator regarding "early or accelerated" claims settlements where it is determined that the Department driver was at fault,
- * Assist with claim settlements regarding traffic collisions that involve Department members.

When a collision occurs that meets the Traffic Services Detail's handling criteria in an unincorporated County area, or in a city not policed by the Department, a Traffic Collision Response Team will respond to act as the Department's liaison with the agency having jurisdiction.

The Traffic Collision Response Team is also available to assist Units, upon request, with the investigation of other serious injury or fatal traffic collisions. A Watch Commander or Traffic Supervisor may request the Traffic Collision Response Team whenever:

- * Collision reconstruction expertise is needed to support a complaint of vehicular manslaughter or other criminal charges,
- * Technical expertise is needed for traffic collisions involving commercial vehicles or hazardous materials,
- * A high level of technical expertise is needed to assist supervisory personnel with their administrative review of any on- or off-duty employee-related traffic collision.

The Traffic Collision Response Team can be contacted by telephone through Traffic Services Detail during normal business hours. During non-business hours and on weekends, the Traffic Collision Response Team on-call Sergeant can be contacted through the Sheriff's Headquarters Bureau.

For collisions or incidents involving Department motorcycles, the Traffic Collision Response Team shall notify the Department Motorcycle Sergeant assigned to Training Bureau's Motorcycle Training Unit. The Motorcycle Sergeant shall evaluate the need to respond to assist in evaluation of the incident or collision. The Motorcycle Sergeant shall prepare a memo to the concerned Unit Commander evaluating the incident based on performance, training, and applicable Department motorcycle policy.

Unit Commander's and Watch Commander's Responsibilities

The Unit Commander or Watch Commander shall immediately notify Traffic Services Detail and the Station Traffic Supervisor whenever the following circumstances exist:

- * A Department vehicle or on-duty mileage permittee vehicle is involved in a traffic collision which results in complaint of pain, injury, death (to any person involved in the collision), substantial property damage or any collision which results from a pursuit, Code 9, surveillance mode, and/or Code 3 Operation,
- * A Department on-duty employee is involved as a pedestrian in a traffic collision which results in serious injury or death to any party,
- * Any County Department on-duty employee is involved in a traffic collision in a contract city which results in serious injury or death to any party,

- * A contract city vehicle is involved in a traffic collision which results in substantial property damage.

Traffic collision cases which are handled by Traffic Services Detail are subject to review by the Executive Risk Review Committee. For that reason, Unit Commanders and Watch Commanders shall not complete the "Conclusion" and "Findings and Recommendations" sections of the Supervisor's Report of Damage to County Vehicle or Permittee's Vehicle, SHR-257, until after the Executive Risk Review Committee has evaluated the case.

Immediate Supervisor/Field Sergeant's Responsibilities

When the Traffic Collision Response Team is called, the on-scene Supervisor shall ensure that the involved vehicles and items of evidentiary value are not moved from the collision scene prior to the arrival of the Traffic Collision Response Team, except under exigent circumstances. While the Traffic Collision Response Team is en route, the on-scene Supervisor shall also ensure the following:

- * Assigned patrol Units contain the traffic collision scene, which may involve setting up traffic cones and barricades,
- * If exigent circumstances require the moving of the vehicles, the point of rest, area of impact and all evidence shall be properly marked and secured. The assigned patrol Unit shall be directed to take measurements sufficient for a traffic diagram,
- * The assigned patrol Unit shall remain at the scene until the Traffic Collision Response Team completes the initial investigation,
- * When the involved parties are not able to remain at the scene until the Traffic Collision Response Team arrives, the assigned Patrol Deputy will obtain the necessary statements from the involved parties, witnesses and fire personnel.

Unit Responsibilities

In instances where a traffic collision meets the required Traffic Services Detail notification requirement, but the Traffic Collision Response Team does not respond, the reporting Station shall be responsible for handling the investigation. This includes performing the following:

- * Preparing and completing all traffic collision reports and making the necessary notifications,
- * Forwarding the completed traffic collision package (CHP 555, SH-R-257, SH-R-665 Supervisor's Comprehensive Memorandum) to Traffic Services Detail within five days of the collision,
- * Maintaining the primary responsibility for enforcing Penal Code and Vehicle Code sections and effecting all arrests as deemed necessary.

Executive Risk Review Committee

Incidents investigated by the Traffic Collision Response Team are reviewed by the Executive Risk Review Committee. See 5-09/434.20
<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol5/5-09/5-09-434.20.htm>>

Revised 05/19/03
Revised 07/12/02
04/01/96 MPP

EXHIBIT 9N

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:31 AM
Subject: Emailing: 3-02-040.05 OCCUPATIONAL INJURY-ILLNESS

<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol3/3-02/3-02-040.00.htm>>
>
<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol3/3-02/3-02-040.10.htm>>
>

3-02/040.05 OCCUPATIONAL INJURY/ILLNESS

When an employee, including a reserve deputy, is injured or becomes ill due to job related activities, the unit commander shall be notified as soon as possible and the following procedures shall apply.

In the case of employee exposure to the bodily fluids of persons in custody, refer to section 3-02/040.30

<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol3/3-02/3-02-040.30.htm>>
> for additional notifications and procedures.

Employee's Responsibility

* An employee who sustains an on-duty injury/illness shall report the circumstances to his supervisor as soon as possible. If the injury or illness is non-emergent, the employee shall notify his unit supervisor prior to seeking medical attention and receive approval for a designated physician or medical facility where treatment will be obtained,

* Employees requiring medical attention when off duty for an incident that occurred on duty, but not attended to, shall immediately notify their supervisor,

* Pre-designated personal physicians, named in writing by the employee, must be listed in the employee's unit file before they are acceptable to treat the employee,

* Approval from Workers' Compensation is mandatory in those cases where treatment is administered by other than a licensed physician. The approval procedure shall be coordinated through Health and Safety Unit,

* When receiving medical treatment for an industrial injury, the employee should comply with the doctor's instructions. Failure to do so may result in the employee's becoming responsible for all medical bills,

* If surgery of a non-emergency nature is required, the Health and Safety Unit must be contacted in advance,

* When no medical treatment appears to be necessary at the time of a documented injury, and the employee later finds that treatment is necessary, he/she should consult one of the physicians authorized by the County with approval of a supervisor,

* An employee may refuse medical treatment. This action does not waive the right to request treatment if the injury causes future

distress; however, the employee may be required to assume all financial responsibility for medical costs if he later goes to a physician and neglects to report same to his supervisor within 24 hours,

* When able to do so, the employee shall take the Medical Service Order (76M119F) to the authorized physician, have him sign both copies, and return the orders to his unit commander, who shall forward them to the Health and Safety Unit,

* The employee shall notify the unit commander of the name, address and telephone number of the attending physician and keep him apprised throughout the period of treatment,

* During the recovery period, the employee shall remain at his residence for the time period that would constitute an eight-hour tour of duty,

* Personnel who are unable to report to work due to an industrial injury/illness (more than five consecutive workdays) shall be placed on an "A" schedule (Monday through Friday) from 0830 to 1700 each day. The employee is required to remain at his residence during these hours. A waiver from this policy for short periods of time for doctor appointments, therapy, etc., may be obtained with prior approval of the employee's unit commander or operations lieutenant,

* Prior to returning to work, the employee shall obtain a physician's release authorizing the return to work and, as soon as possible, notify the unit commander of the contents of the medical release. The release shall be submitted to the unit commander prior to the employee's first shift upon return to work. Approval for return to work shall be contingent upon review of the medical release.

Supervisors Responsibility

* In all cases of emergencies involving serious injury or illness, the supervisor shall have the employee treated by the nearest physician or medical facility,

* A supervisor shall accompany the employee to the medical facility. The supervisor shall ascertain the extent of the injury or incapacitation as well as the attending physician's opinion regarding the employee's ability to fill a temporary modified duty assignment. The type of modified duty assignments available, both at the employee's unit and other bureaus, shall be explained to the physician,

* The supervisor shall, with all due diligence and priority, conduct a thorough investigation into the facts surrounding the employee's injury. Statements from witnesses, photographs, video documentation, information on third party involvement, site and equipment inspection, employee statements, and any supporting documents should all be considered as parts of a complete investigation,

* When the injury or incapacitation is non-emergent but requires medical treatment, the supervisor shall offer the employee a choice of the medical facilities listed in the County of Los Angeles Directory of Physicians of Industrial Injury,

* If the employee has notified the Department, in writing, prior to the date of the injury or illness that he has a licensed personal physician, the employee may be treated by his physician from the date of injury,

* In all cases of reported on-duty injuries, supervisors shall provide the injured/ill employee with an Employee's Claim for Worker's

Compensation Benefits form (DWC Form 1) within 24 hours,

* In those instances wherein the circumstances surrounding the incident are also the subject of an SH-R-49 report, the supervisor shall assure that in addition to all other elements contained in the report, the nature and cause of the injury or illness shall be fully detailed. This includes names and statements of witnesses and any other pertinent observations,

* Upon completing the investigation, the supervisor shall complete a SH-AD-92 and an Industrial Injury/Illness Investigation form (SH-AD-666), and submit both to the Health and Safety Unit within three days of the injury or illness. In the case of a Thursday night injury, the injury report shall be FAXED to the Health and Safety Unit and the originals delivered as soon as possible,

Distribute as follows:

* Original and 3 copies each SH-AD-92 and SH-AD-666 to the Health and Safety Unit, via division headquarters,
* One copy for the unit file,

* If the injury/illness is of a nature that caused a Complaint Report (SH-R-49), Supervisors's Report of Damage to County Vehicle or Permittee's Vehicle (SH-R-257) or other report to be completed, copies of such report shall be forwarded with the SH-AD-92 and SH-AD-666 to the Health and Safety Unit as soon as possible,

* The Medical Service Order (76M119F) shall be prepared and provided to the authorized attending physician. After being signed by the physician, the form shall be forwarded to the Health and Safety Unit,

* When an employee refuses medical treatment following an industrial injury or refuses treatment by physicians authorized by the County, a notation of this fact shall be made in the SH-AD-666,

* In those cases where the nature of the claimed injury/illness is the result of long-range causation, e.g., heart condition, hearing loss, etc., the supervisor shall conduct an investigation to the extent possible in such cases.

Unit Commander's Responsibility

* In any fatal or serious injury case, the unit commander shall be responsible for immediately reporting all relevant information concerning the occurrence to the Health and Safety Unit and the Sheriff's Headquarters Bureau. During weekends, holidays and times other than regular business hours, the Sheriff's Headquarters Bureau will contact the on-duty Health and Safety Unit representative,

* The unit commander, as soon as it is medically permissible, shall personally contact the employee to determine his condition and if any assistance might be rendered,

* When an employee is absent from work five days or more, the unit commander shall cause the employee to be notified telephonically and confirmed by letter that he has been placed on an "A" schedule (Monday through Friday) from 0830 to 1700 each day. The employee shall be required to remain at the location which Department records indicate to be that employee's residence at the time of illness/injury during these hours. The employee shall also be directed to be personally available to respond to any official telephonic and/or direct contacts by the

Department. Permission to be excused from the requirement to remain at the official place of residence for any period of time longer than 24 hours may be given by the unit commander or, in his extended absence, the acting unit commander,

* When an employee is off duty recovering from an off-duty injury or illness, the unit shall make regular contact with the employee throughout the recovery process. Any changes in the status of the employee's medical condition, financial outlook, or morale shall be reported to the unit commander, and a remedy for the problem will be sought on the employee's behalf. If available benefits are in question, this issue shall be coordinated with the Health and Safety Unit,

* The unit commander shall designate a representative who shall be the unit contact person for personnel off work due to industrial injury or illness. In cases where there is traumatic injury or illness, hospitalization, or family member in need of assistance due to incapacitation of a Department member, the unit designee may contact the Health and Safety Unit representative and request assistance. In all cases where an employee is absent from work for five days or more, the unit designee shall make contact and determine the status of the injured/ill employee and document the anticipated recovery time. The contacts may be made telephonically or, when appropriate, in person,

* The person so designated by the unit commander shall also have the responsibility of establishing and maintaining liaison between the concerned employee, the Health and Safety Unit representative, and the unit commander. This liaison shall have as its objective the facilitation and clarification of necessary communication between the parties mentioned above. It will be the goal of this liaison to expedite the return to work of injured/ill personnel upon recovery,

* The employee's physician of record shall be contacted by letter to determine and document the prognosis and anticipated period of recovery. The physician shall be made aware of modified duty assignments available. If the employee does not return to duty within the anticipated recovery time, the physician shall be contacted again, and the latest estimate of recovery will be determined. This procedure will be repeated each time the period of recovery is extended,

* The letters (see section 7-01/000.00 <<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol7/7-01/7-01-000.00.htm>>) and physician's evaluations for return to duty are guides and may be modified to meet different criteria,

* When an employee becomes ill or injured, either service connected or non-service connected, and is unable to work for a period of five days or more, their name shall appear on an Absence Follow-Up Report (SH-R-302). Each Absence Follow-Up Report shall begin on Sunday and cover a seven-day time span to the following Saturday. Any employee name appearing on the Absence Follow-Up Report shall be carried forward each week until they can be shown as having returned to work, retired, resigned or transferred. Transferred employee names shall include the new unit of assignment. Relieved of duty personnel shall not be shown on this report. Each unit shall submit the report to their division headquarters on Monday. Headquarters units are responsible for their employees on a separate report. Division headquarters shall submit each original Absence Follow-Up Report and two copies to the Health and

Safety Unit by Wednesday of each week. This report, signed by each unit commander, will include the following information:

- * Employee's name,
- * Employee's present condition,
- * Any change in place of recovery,
- * Last date employee contacted,
- * Last date employee worked,
- * Expected date of return,
- * The name of the physician of record/last date seen,
- * The physician's opinion on the employee's ability to

perform in a temporary modified duty assignment,

* Should the employee subsequently be absent as a result of the same injury or illness, a SH-AD-32A shall be submitted within 24 hours of the subsequent absence. The memo shall be prepared by the unit commander and shall contain, in addition to the regularly required follow-up information, the date of the original industrial injury (use SH-AD-666). The memo shall be forwarded to the Health and Safety Unit via Division Headquarters,

* When an employee is temporarily unable to return to full duty, the unit commander shall make a modified duty assignment available as follows:

* Contact the attending physician to obtain a medical opinion on the employee's length of recovery and ability to perform in a temporary assignment,

* Obtain a written medical release to return to duty from the physician,

* Direct the employee to return to temporary duty,

* Units encountering difficulty in obtaining information from a physician should contact the Health and Safety Unit for assistance.

Health and Safety Unit's Responsibility

* The Health and Safety Unit shall be notified of all serious industrial injuries or illnesses to a Department member. The Health and Safety Unit representative for the employee's unit shall:

Coordinate employee's claim for:

- * Workers' compensation benefits,
- * Long term disability benefits,
- * Peace Officer's Relief Fund,
- * Sheriff's Relief benefits,
- * Retirement benefits,
- * Any other insurance benefits accrued.

Offer direct assistance to the unit in assessing the employee's needs and the appropriate response by the unit for the employee.

* Begin to develop a return-to-work strategy with the unit for the employee.

04/01/96 MPP



EXHIBIT 90

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 10:35 AM
Subject: Emailing: 5-05-060.15 FATALITY - CONTRACT CITY

<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol5/5-05/5-05-060.10.htm>
>
<<http://intranet.lasd.sheriff.sdn/intranet/mpp/Vol5/5-05/5-05-060.20.htm>
>

5-05/060.15 FATALITY - CONTRACT CITY

A traffic collision which results in a fatality, or in a serious injury which may become a fatality, shall be handled, reported and investigated only by a Deputy who has successfully completed a Basic Traffic Collision Investigation Course which is approved by the Commission on Peace Officer Standards and Training (POST). In the absence of a qualified Patrol Deputy from the Station complement, the Station Traffic Investigator shall handle, report and investigate the traffic collision. If the Station Traffic Investigator is not available to respond to the scene, the Station shall employ a qualified Deputy from another Sheriff's Station or contact Traffic Services Detail for an investigator.

The Deputy handling the investigation shall:

- * Immediately notify the Traffic Supervisor, Watch Commander and Homicide Bureau,
- * Protect the scene, ensuring that skid marks, collision debris and vehicle parts are not moved or disturbed,
- * Ensure that all vehicles involved in the collision remain at their points of rest unless emergency conditions require their removal. If a vehicle must be moved, the position of all tires and the direction of the vehicles shall be marked,
- * Mark the final point of rest of all victims when circumstances require their removal prior to the completion of the investigation,
- * Determine if the Vehicular Manslaughter section of the Penal Code has been violated,
- * Identify and apprehend suspects,
- * Identify witnesses and obtain statements.

The following information shall be included in the Traffic Collision Report:

- * Hospital to which the victim was taken,
- * The doctor pronouncing the victim dead,
- * Time of death,
- * Person notified in Homicide Bureau,
- * Name of Deputy Coroner (to be provided by Homicide Bureau),
- * Coroner's case number,
- * Next-of-kin notification information,
- * Disposition of the body.

Homicide Bureau personnel shall:

- * Notify the Coroner's Office of the fatality,
- * Notify Deputies at the collision scene as to the coroner's instructions regarding disposition of the victim,
- * Follow-up to ensure next-of-kin notification.

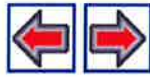
The Station Traffic Supervisor shall:

- * Supervise and assist Deputies in the investigation of the collision,
- * Provide the collision investigation equipment at the scene as outlined in the "Equipment" Section of this chapter,
- * Ensure next-of-kin notification,
- * Maintain liaison with Homicide Bureau when next-of-kin notification has not been made,
- * Maintain liaison with the Coroner's Office when the victim's identity is unknown,
- * Prepare supplemental reports as necessary.

The Station Watch Commander shall immediately notify the Traffic Collision Response Team when the collision involves any of the circumstances outlined in the Traffic Collision Response Team Section of this chapter.

Revised 07/12/02
04/01/96 MPP

EXHIBIT 9P



3-15/010.00 HANDLING OF HAZARDOUS MATERIALS - UNIT / EMPLOYEE RESPONSIBILITIES

The purpose of this order is to establish guidelines for the distribution and utilization of cleaning supplies within all Custody facilities.

Department members may be exposed to substances during their normal workday that may be considered hazardous, according to CAL-OSHA regulations. In order to use these substances within safety regulations, and train employees in the use of such, all Custody facilities shall maintain a Material Safety Data Sheet (MSDS) for each hazardous substance used, as required by the Department Manual of Policy and Procedures, section [3-02/050.25](#), "Hazardous Substances Information." The MSDS includes information regarding the physical and chemical characteristics of the material, emergency response instructions, and the hazards specific to that substance.

Unit Responsibilities

All Custody facilities will have their Material Safety Data Sheets (MSDS) housed in a location easily accessible to personnel.

All Custody facilities will conduct recurrent briefings regarding the hazards of mixing chemical agents. The briefings will cover the MSDS and the location of the MSDS. Personnel will be briefed that the MSDS contains a chemical product inventory of all chemicals in use at the facility. Further, the data sheets cover fire and explosion data, health hazard data, spill and leak procedures, special protection information, and special precautions for each chemical. Instructions in the data book for spill and leak procedures will be followed.

Officer Responsibilities

It is the responsibility of all personnel who supervise inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.

Chemicals react to compounds with the generation or consumption of energy. The dangers inherent with the mixing of incompatible chemicals occur when the products or by-products of the reaction are toxic or hazardous, or when the energy generated is great enough to be destructive. Some of the possible hazardous outcomes that may accompany a chemical reaction are:

HAZARD	EXAMPLE
Generation of heat	Acid and water
Fire hydrogen	Sulfide and calcium hypochlorite

Explosion	Picric acid and sodium hydroxide
Toxic gas production	Sulfuric acid and plastic
Formation of product more toxic than reactants	Chlorine and ammonia
Flammable gas production	Acid and metal
Forms of shock sensitive product	Ammonia and iodine
Pressurization of closed vessel	Fire extinguisher
Solubilization of toxic substances	Hydrochloric acid and chromium

References:

Manual of Policy and Procedures:

SUBJECT	SECTION
Hazardous Substances Information	3-02/050.25
Disposal of Chemicals-Hazardous Material Spills	5-06/090.00
Hazardous Material Spill at a Station or Jail Facility or any Sheriff's Facility	5-06/090.05
Notifications/Report	5-06/100.10
Major Incident Scene Containment	5-09/470.00

Custody Division Manual:

SUBJECT	SECTION
Emergency Plans	3-14/040.00
Notification and Reporting of Significant Incidents	4-07/010.00
Facility Log	4-11/010.00

Emergency Operations Bureau:

Hazardous Materials Incidents	E.O.P. 2-4
-------------------------------	------------

12/10/01 CDM

EXHIBIT 9Q



3-02/050.25 HAZARDOUS SUBSTANCES INFORMATION

Department members may be exposed to substances during their normal workday that may be considered hazardous according to CAL-OSHA regulations. In order to use these substances within certain safety guidelines and train employees in the use of such, each unit shall maintain Material Safety Data Sheets (MSDS) for each hazardous substance used.

Examples of substances for which MSDS's shall be available if used at a unit are:

- Ammonia,
- Bleach,
- Cleansers,
- Detergents,
- Disinfectant,
- Floor polish,
- Weed killer,
- Insecticides, etc.

Unit Commanders' Responsibilities

- Ensure that MSDS's are available to employees at the work place,
- Conduct a yearly inventory during January and compare chemicals used against available MSDS's. Once on file, MSDSs must not be deleted. Additional sheets can be requested from the manufacturer of the Central Supply/Logistics Section as new products are introduced.

Employee's responsibilities shall require each employee who works with, or supervises, inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.

04/01/96 MPP

EXHIBIT 9R

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 9:03 AM
Subject: Emailing: Training Bureau - Emergency Vehicle Operations Center

Units/Details

-

Advanced Officer Training
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/AdvOfficerTraining.htm>>

-

Antelope Valley Academy
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/AV-Academy.htm>>

-

Education-Based Discipline
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/EBD/index.htm>>

-

Emergency Vehicles Operations Center
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/EVOC.htm>>

-

Field Operations Training
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/FieldOperationsTraining.htm>>

-

Operations
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/Operations.htm>>

-

North Academy at College of the Canyons
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/NorthAcademy.htm>>

-

Professional Development Unit
<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/PDB.htm>>

-

Recruit Training Unit

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/RecruitTraining.htm>>

-

Weapons of Mass Destruction

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/WMD.htm>>

-

Weapons Training BC Range

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/WeaponsTrainingBC.htm>>

-

Weapons Training PDC Range

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/WeaponsTrainingPDC.htm>>

-

Weapons Training Unit

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/WeaponsTrainingUnit.htm>>

Additional Links

-

Fox Reality TV Production - The Academy

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/Fox.htm>>

-

Photo Galleries

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/Galleries.htm>>

-

Historical Information

<<http://intranet.lasd.sheriff.sdn/intranet/sites/tb/Historical.htm>>

Message

Questions/feedback associated with this site's content, contact Wayne Clark <<mailto:weclark@lasd.org>> , Training Bureau

If you have any questions or problems with the website please contact:
Webmaster <mailto:LTDonline@lasd.org>

Last Updated:
March 22, 2009

Welcome

EVOC

EVOC, which is located at 1101 W. McKinley Avenue, Pomona, CA 91768, provides POST certified training of Police Officers, as well as maintaining perishable skills for current personnel in Emergency Driving. Most of their training is college affiliated which enables learners to also receive continuing education credit units with East Los Angeles College. EVOC staff can be reached at (909) 629-9535.

Course

Description

EXECUTIVE PROTECTION

8 and 16 hrs.

This course is designed for personnel required to drive elected officials or government executives. All aspects of defensive driving pertinent to avoiding potential threats are addressed in the classroom and/or in practical application. It is POST Plan II reimbursable.

CIVILIAN DEFENSIVE DRIVING

8 and 16 hrs.

This course consists of classroom lecture on vehicle dynamics, basic driving principles, defensive driving, and civil liabilities. Five specific slow maneuver situations, all including backing, are demonstrated and evaluated in practical application training. The course also includes collision evasion and skid recovery.

DRIVER AWARENESS INSTRUCTOR

24 hrs.

This course is designed to prepare the student to become a limited instructor for courses involving slow skills driving. Classroom instruction includes teacher training, vehicle dynamics, driving principles, defensive driving, and civil liabilities. Students will be required to prepare a teaching outline and make a short oral presentation to the class. Practical application includes: specific slow driving skills and practical application problems focusing heavily on backing, skid recovery, and Code-3 response driving. POST Plan I

DRIVER TRAINING INSTRUCTOR

40 hrs.

This course covers all aspects of law enforcement driving. The 24-Hour Driver Awareness Instructor course is a prerequisite. Classroom topics are intensive related to vehicle dynamics, driving principles, and civil liabilities. Students will be required to form groups and design a driving exercise. They will then set the driving exercise up, demonstrate it, and train other students in practical application. Practical application is also intensive and includes: specific slow driving skills, collision evasion, skid recovery, Code-3 operation, and pursuit driving. This course is designed for personnel who are currently assigned as E.V.O.C. Instructors. POST Plan I

DRIVER TRAINING (EVOC) UPDATE

8 hrs.

This course consists of classroom lecture on vehicle dynamics, basic

driving principles, and civil liabilities. Included is practical application for Code-3 emergency response, pursuit, skid recovery, and collision evasion. This is a refresher to Basic P.O.S.T. Training and balances the training provided in the S.T.A.R. Program.

DRIVER AWARENESS UPDATE

8 hrs.

This course consists of classroom lecture on vehicle dynamics, basic driving principles, defensive driving, civil liabilities, and pre-shift inspection. Five specific slow maneuver situations, all including backing, are demonstrated and evaluated in practical application training. This program is normally provided at the local station level by personnel trained in a three-day Driver Awareness Instructor Program, but is occasionally available in Pomona.

ALTERNATIVE DRIVING

The course was developed in an effort to provide additional training to individuals who have been involved in accidents and/or other driving related incidents. The classroom session is designed to encourage students to acknowledge their mistakes and understand their tremendous responsibility while driving a police vehicle, as well as the consequences involved if they do not drive with "due regard" for all persons. The classroom session also includes instruction on the legal aspects and issues related to driving an emergency vehicle. Driving exercises include Collision Avoidance Simulator, High Speed Reverse Driving, the Turn Around Exercise, and the Highway Driving Course.

The Highway Driving Course includes driving Code 3, responding with assisting units, the collision avoidance simulator, and driving in reverse, all in the same exercise.

EXHIBIT 9S

From: "Mc Duffee, Astrid L." <ALMcDuff@lasd.org>
To: <jlegarra@chp.ca.gov>
Date: 8/25/2009 9:23 AM

**3-09/070.00 VEHICLE COLLISION/INCIDENT REPORTING AND INVESTIGATION-DEPARTMENT
AND PERMITTEE VEHICLES**

These procedures shall apply to all Department employees involved in a collision/incident while operating a Department vehicle or a permittee vehicle on Department business.

It is the intent of this policy that employee drivers/operators, who are the cause of preventable traffic collisions because of inattention, be subject to corrective action and/or training rather than traditional disciplinary sanctions. Refer to sections 3-09/070.45, Corrective Action and 3-01/090.10, Operation of Vehicles.

An incident is an occurrence which involves property damage and/or personal injuries to other persons but causes no damage to a Department/permittee vehicle. Incidents include those occurrences in which the parties to an incident allege that the collision was caused by some act of Department/permittee vehicle which did not become engaged in the collision. All collisions/incidents involving Department/permittee vehicles on duty that result in any property damage or injury shall be reported on the County of Los Angeles Report of Vehicle Accident or Incident form SH-AD-665.

Station and Bureau Commanders shall be responsible for the investigation of on-duty traffic collisions involving their personnel when no injuries are sustained by the involved parties and the collision is not Code-3 or pursuit related. This shall include Department vehicles and all permittee vehicles being operated on official business.

NOTE: When any injuries (including complaint of pain) are reported, substantial property damage occurs or when the collision is the result of a pursuit or Code-3 Operation refer to Volume 5, chapter 5.

NOTE: When minor damage is sustained only to the Department vehicle in an off-the-road incident and the incident does not involve property damage, other vehicles or people, a CHP-555 and/or an outside agency's report is not required. However, an investigation shall be conducted by the supervisor of the concerned Unit and form SH-AD-665 and an SH-R-257 shall be completed.

The purpose of this supervisor's investigation is to enhance and aid the Department's vehicle driver management program. The investigation and reports required herein are in addition to any other reports currently required for traffic collisions that occur in contract cities, CHP reports in unincorporated areas and other agency's reports, for collisions occurring in municipalities.

The following procedures shall only be for administrative review by the Department or the County.

Captains/Directors shall review all reported collisions and assess the incidents for responsibilities. After evaluation they may take appropriate corrective action for preventable traffic collisions caused by inattention and carelessness rather than reckless behavior (refer to section 3-01/090.10, Operation of Vehicles). Disciplinary action within the scope of authority of a Captain/Director may be imposed for policy violations not directly related to the operation of vehicles/traffic collisions due to inattention. A Captain/Director may also recommend disciplinary action to Division Chiefs or recommend further review for policy violations not directly related to the operation of vehicles/traffic collisions due to inattention. Division Chiefs may request Internal Affairs Bureau and/or the Traffic Services Detail to complete an investigation in appropriate cases.

NOTE: When the Traffic Collision Response Team is handling the collision investigation, refer to Volume 5, Chapter 5.

3-09/070.05 DRIVER'S RESPONSIBILITIES

Drivers of Department vehicles and drivers of permittee vehicles, while on Department business and involved in any collision/incident which results in any property damage or bodily injury, shall:

- Remain at the scene until a police report is made by the proper jurisdictional agency,
- Promptly notify a supervisor of the incident,
- Promptly prepare the required Department forms for reporting such collision or damages,
- Follow procedures outlined in the Miscellaneous Administrative Procedures chapter.

Citizens should not be delayed any more than is necessary to exchange the required information.

The driver shall be responsible for completing one or more of the following forms:

- Report of Vehicle Accident (SH-AD-665). Complete both sides, including diagram, and sign. The address and telephone number of the employee's Unit of Assignment shall be used in completion of all forms pertaining to the collision/incident,

NOTE: Employees shall not indicate their home address or home telephone number.

- Complaint Report (SH-R-49) is also necessary under the following circumstances:
- When there is another crime connected with the traffic collision, but not a part of the collision itself,
- When a traffic collision results in an arrest for a crime other than "Driving Under the Influence," the arrest information shall be contained in a separate report under the same URN. DUI arrests shall be reported on an SH-R-221, Complaint Report Driving Under the Influence.

If a Department/Permittee vehicle is involved in a collision within the Sheriff's jurisdiction, the investigating Unit shall complete the Traffic Collision Report (CHP-555). If the collision occurs in another jurisdiction or is being investigated by the California Highway Patrol, a copy of the collision report shall be requested and a notation that the report will be forthcoming shall be included in the narrative of form SH-AD-665.

A Deputy involved in an on-duty traffic collision, while driving a Department vehicle, must notify his private automobile insurance carrier in writing within 30 days of the incident. This notification, made under penalty of perjury, shall state whether or not he was operating the vehicle in the performance of his duty during the hours of his employment.

NOTE: Mileage permittees are covered by the County for third party liability when driving their personal vehicles on duty to conduct County business. Mileage permittees shall be provided a one-page instruction sheet entitled "Information and Instructions for Permittee Drivers" and a notice of insurance coverage card, to be kept in their vehicle. The notice of insurance coverage shall be shown to third parties as proof of insurance when a permittee is involved in a traffic collision while driving his personal vehicle on duty to conduct County business.

3-09/070.10 SUPERVISOR'S REPORT AND RESPONSIBILITIES

In all cases, collisions in which members are involved shall be investigated by a Supervisor who shall respond to the scene of a fatal/serious collision involving a Department/permittee vehicle.

The Supervisor shall complete side one of the Supervisor's Report of Damage to County Vehicle or Permittee's Vehicle (SH-R-257) and they shall respond to the scene when the supervisor judges it necessary and feasible, depending upon the severity of conditions presented. Because of the strong possibility of civil litigation associated with traffic collision incidents, any question of whether or not a Supervisor should respond to the scene of a traffic collision should be resolved by the Supervisor responding to the scene. A comprehensive memo shall be prepared by the Supervisor and submitted to the Watch Commander or Operations Lieutenant with the Supervisor's Report, stating an opinion as to the cause of the collision. The use or non-use of factory installed safety belts shall be addressed in both the

SH-R-257 and the comprehensive memo.

NOTE: A Supervisor's Report (SH-R-257) shall not be included in the vehicle collision file when an incident occurs relating to a pursuit or traffic stop and the following conditions apply:

- There is no damage to Department or permittee vehicle,
- There is no injury to Department personnel,
- Any property damage or injury to other persons, including suspects, is solely the result of actions by the driver of the suspect vehicle.

The Supervisor shall obtain the operator's previous driving record from the Traffic Services Detail/Risk Management Bureau and shall enter the driving record on the SH-R-257 in the area titled "Operator's Previous Record of Preventable Incidents Last 36 Months." The Supervisor shall determine the level and number of points accrued for all previous preventable traffic collisions occurring within the previous 36 months and note that information in the spaces provided. If no previous driving record exists, "None" should be indicated.

When Station vehicles are involved and the collision occurs in the Station's area, a Supervisor from that Station shall be responsible for the investigation and submit the Supervisor's Report and comprehensive memo to the Watch Commander or Operations Lieutenant.

When the collision occurs in another Station's area, a Supervisor assigned to that area will be responsible for the investigation and forwarding the Supervisor's Report and comprehensive memo to the concerned Unit Commander for final disposition.

When a Department member not assigned to a Field Operations Region is involved in an on-duty collision, a Unit Supervisor from the nearest Station area shall cause an investigation of the collision to be made and forward the Supervisor's Report and comprehensive memo to the member's Unit Commander for final disposition.

Compliance with this section for on-duty collisions involving members assigned to the Civic Center, which occur in the Civic Center area, shall be the responsibility of a Supervisor from the member's Unit of Assignment.

In the event that the collision/incident involves death, serious injury to any of the involved parties, substantial property damage, any unusual collision which could result in high loss litigation or at the discretion of the Unit Commander, the Supervisor shall immediately notify the Traffic Services Detail, Risk Management Bureau. If notification is to be made during other than normal business hours, Sheriff's

Headquarters Bureau shall be notified (for further information refer to Volume 5, Chapter 5).

When a Supervisor does not respond to a minor collision involving a Department/permittee vehicle, then the Unit's Watch Sergeant/Operation Sergeant shall prepare the Supervisor's Report and comprehensive memo based on the circumstances related in the vehicle collision reports.

3-09/070.15 DUTIES OF STATION/FACILITY SERGEANTS/TRAFFIC SERGEANTS

Station Patrol Sergeants and/or Traffic Sergeants shall be responsible for reviewing the following forms for completeness, including signatures and diagrams:

- SH-R-49,
- SH-R-257,
- CHP-555,
- SH-AD-665.

NOTE: The Sergeant shall date and sign form SH-AD-665 and, if a CHP-555, Traffic Collision Report, is not submitted, ensure that form SH-AD-665 contains all necessary information.

Additionally, the person reviewing the incident shall obtain a copy of traffic collision reports from other agencies when they are reporting the collision.

Copies of forms, SH-R-49, CHP-555, and SH-AD-665 shall be forwarded to the Watch Commander or Operations Lieutenant and the Traffic Services Detail with the SH-R-257 and the supervisor's comprehensive memo.

3-09/070.20 DUTIES OF THE WATCH COMMANDER/OPERATIONS LIEUTENANT

When there is an injury or complaint of injury, a death or any property damage, the Watch Commander/Operations Lieutenant shall be responsible for making an immediate notification to the Traffic Services Detail, Risk Management Bureau.

All collisions/incidents above shall be documented on the appropriate collision report forms and the Supervisor's Report (SH-R-257), within five working days of the occurrence. It shall be the responsibility of the Watch Commander/Operations Lieutenant to review all reports, contents note the comprehensive memorandum prepared by the Supervisor, indicating whether or not the Watch Commander/Operations Lieutenant agrees with the Supervisor's opinion as to the cause of the collision, and then make his/her own recommendation as to whether the collision was preventable or non-preventable. If the Watch Commander/Operations Lieutenant recommends that the collision be classed as preventable then he/she shall recommend the point level to be assigned to the collision. The Watch Commander/Operations Lieutenant shall ensure that all reports are forwarded to the Unit Commander on a timely basis.

It shall be the responsibility of the concerned Operations Lieutenant to contact the Risk Management Bureau to obtain a PDE tracking number on all collisions determined to be preventable.

If it appears that violations of the MPP have occurred that either reach the level of intentional or reckless behavior, or involve violations other than those relating to the cause of the collision, the Watch Commander/Operations Lieutenant shall immediately notify the Unit Commander of the circumstances to determine if an Administrative Investigation should be initiated. An administrative investigation may be conducted in addition to the traffic collision investigation.

If it appears that the collision occurred because of a mechanical defect in a Department vehicle, the Watch Commander/Operations Lieutenant shall impound the vehicle. Fleet Management Unit of CFMB will be requested to evaluate the vehicle and the apparent defective parts and form an opinion as to whether or not the mechanical defect could have been the cause of the collision.

NOTE: If the traffic collision/incident involves a mileage permittee, the Watch Commander/Operations Lieutenant shall verify that the employee is in fact a permittee and was driving his personal vehicle on duty to conduct County business.

3-09/070.25 CLASSIFICATIONS OF DAMAGE TO DEPARTMENT/PERMITTEE VEHICLES

For purposes of this section, a "collision" is defined as the striking or contact of any other object, e.g., another vehicle, stationary object, roadway dip, etc., with a Department/Permittee vehicle which results in damage, injury or death.

Defensive driving is defined as those techniques and concepts which emphasize awareness, control and the use of proper evasive action to avoid or prevent a collision/incident. Defensive driving practices shall always be employed and an operator shall avail himself of every reasonable means to avoid a collision/incident.

NOTE: When the collision/incident is handled by the Traffic Collision Response Team, no assessment shall be done until the collision/incident is reviewed by the Commander's Executive Risk Review Committee.

An assessment shall be made by the Watch Commander/Operations Lieutenant after reviewing all reports and a preliminary finding shall be determined for one of the following:

- Preventable - a collision/incident or work damage that occurred while the Department/permittee vehicle was being used while engaged in County business and such collision or work damage could have been prevented by the employee. The decision as to preventability of a collision or work damage shall be based on whether or not the employee was driving defensively or using the vehicle in a reasonable manner and could have avoided the collision or work damage regardless of any legal rights (such as right-of-way at intersections) to which he may have been entitled pursuant to the Vehicle Code. The fact that the other driver may have committed a Vehicle Code violation is not of itself cause to justify a classification of non-preventable,

If a collision/incident or work damage resulted from a violation of the California Vehicle Code or Department policy on the part of the employee, the collision or work damage shall be classified as preventable.

NOTE: Refer to sections 3-09/070.45, Corrective Action and 3-01/090.10, Operation of Vehicles for policy and procedures related to initiating corrective action for preventable collisions.

- Non-preventable - a collision/incident or work damage that occurred while the Department/permittee vehicle was being driven defensively or used in a reasonable, prudent manner and the employee had no opportunity to avoid the collision or work damage,

The classification of non-preventable shall not be used when the employee commits any violation of defensive driving practices, Vehicle Code sections or Departmental policies.

- Work Damage - when damage occurred to the vehicle through causes other than a collision/incident, vandalism or unknown or when damage occurred because of the requirements of the employee's work assignment,

The classification of work damage shall not be used for any incident involving a collision or incident with another vehicle, object, roadway dip, etc.,

If the work damage resulted from a violation of the California Vehicle Code or Department Policy or was caused by negligence on the part of the employee, the work damage shall be classified as preventable,

NOTE: When the finding is work damage, it shall be classified as preventable or non-preventable and so indicated on the Supervisor's Report, SH-R-257.

- Vandalism - when damage occurred to the vehicle through an intentional act of any person, whether the vehicle is attended or unattended, e.g., prisoners kicking out windows, missiles hurled at vehicle, etc.,

The classification of vandalism shall not be used for any incident involving a collision/incident,

- Unknown - when damage occurred to the vehicle wherein responsibility and/or cause cannot be determined and the event cannot be classified in one of the above categories. Every effort shall be made to determine the cause of a collision before using this classification.

3-09/070.30 DUTIES AND RESPONSIBILITIES OF THE CAPTAIN/DIRECTOR

In collisions/incidents involving a Department/permittee vehicle, the distribution of Form SH-AD-665 shall be made within 48 hours (two working days). The proper distribution of the form is as follows:

- Original Carl Warren & Company

and One P.O. Box 116

Copy: Glendale, CA 91209

- One Copy: Originating Unit

- One Copy: (If County vehicle damaged)

Traffic Services Detail

4900 South Eastern Avenue, Suite 102

Commerce, CA 90040

- One Copy: Communications and Fleet

Management Bureau

Fleet Operations Section

1277 North Eastern Avenue

Los Angeles, CA 90063

A vehicle collision file shall be compiled to include the following:

- SH-AD-665,
- SH-R-49,
- Supervisor's Report (SH-R-257),
- Supervisor's comprehensive memo,
- Police Agency's Traffic Collision Report or the CHP-555.

NOTE: Certain incidents that are the result of a pursuit or traffic stop may be exempt from the Supervisor's Report, SH-R-257 (see section 3-09/070.10).

It is the intent of this policy that employee drivers/operators, who are the cause of preventable traffic collisions because of inattention and carelessness rather than reckless or intentional behavior, be subject to corrective action and/or training rather than traditional disciplinary sanctions. Refer to 3-09/070.45, Corrective Action and 3-01/090.10, Operation of Vehicles.

Captains and Directors shall review the complete vehicle collision file and determine the applicable classification and the appropriate action to be taken as described in sections 3-09/070.45, Corrective Action and 3-01/090.10, Operation of Vehicles. Should the Captain or Director determine that violations of the MPP occurred that reach the level of intentional or reckless behavior or involve violations other than those relating to the cause of the collision, the driver shall be eligible for disciplinary action and the Captain

ERROR: syntaxerror
OFFENDING COMMAND: --nostringval--

STACK:

EXHIBIT 9T

3-09/070.45 CORRECTIVE ACTION

A Department member is responsible for the care and condition of any vehicle assigned to him (see Policy and Ethics chapter). Willful negligence or abuse of County property shall be grounds for disciplinary action and, where responsibility can be determined, Captains/Directors shall proceed as with any other disciplinary matter.

If the traffic collision was non-preventable and no corrective action or disciplinary action will be taken, such information shall appear in the final disposition section of the SH-R-257.

The following provisions pertain to those actions which constitute violations described in section [3-01/090.10](#) Operation of Vehicles. Conduct relating to a collision, but not described in section [3-01/090.10](#), should be addressed by other relevant policy or applicable laws.

Purpose

The intent of this section is to provide a means to differentiate between inattentive preventable collisions and collisions resulting from recklessness. Additionally, this plan will tailor the Department's response to the specific conduct of the employee.

If the collision was "preventable," it will be classified into the appropriate category as described below:

Level One

- Maneuvering speed of 10 miles per hour or less prior to any braking;
- No disregard for safety; and,
- No visible injuries

Level Two

- Operating speed above 10 miles per hour prior to any braking and in essential compliance with the Vehicle Code;
- No disregard for safety;
- No life threatening injury; and,
- County vehicle is repairable

Level Three

All preventable collisions not classifiable as Level One or Level Two.

Use of Collision Levels as a Basis for Driving Record

Point System

A preventable traffic collision shall be categorized by a Level, and a prescribed number of "points" shall be assigned to the driver's history. The points accumulated for each individual preventable traffic collision shall be maintained for a revolving thirty-six month period and accrued as of the date the traffic collision(s) occurred. When thirty-six months have elapsed from the date of the specific traffic collision, the points for that specific collision will be deleted from the individual's driver's history.

Level One Collision	=	1 point
Level Two Collision	=	2 points
Level Three Collision	=	3 points or 4 points (notable disregard for safety and life threatening injury)

When three (3) points are accumulated within a twenty-four month period, the driver shall attend the **mandatory** Alternative to Discipline Driving Class.

NOTE: **This training will not expunge existing points.**

When an employee is involved in three (3) preventable collisions or accumulates five (5) points in any thirty-six (36) month period, he or she will be assigned to non-driving duties for six (6) months.

NOTE: If a change in the driver's unit of assignment is needed to comply with the provisions of this section, the unit of assignment will be determined by the needs within the concerned Division. If the employee has a Patrol Retention Bonus, it shall not be affected.

The accumulation of seven (7) or more points, or four (4) preventable collisions within a thirty-six (36) month period, shall result in a transfer to a different Unit and a non-driving position for one year. The location of this assignment shall be based on the needs of the Department. The employee shall be allowed to return to the former assignment after this period.

NOTE: An employee with five consecutive years at the same assignment with no previous preventable collisions, who later rises to this level of points or number of collisions at that unit of assignment, shall not be subject to transfer, but shall be placed in a non-driving position for one year.

Elimination of One Point - Traffic Collision Point Reduction Class

Completion of the designated voluntary, off-duty, one-day approved "Traffic Collision Point Reduction Class" may be used to exempt 1 point, or a 1 point collision. This class shall not be

used for this purpose more than once in any three-year period. Employee time and costs for this class are the employee's responsibility.

NOTE: "Traffic Collision Point Reduction Class" credit(s) may not be retroactively applied to prevent the imposition of an administrative action once that action level has been reached. Points are accrued as of the date the collision occurred and shall remain on the employee's record for a period of thirty-six (36) consecutive months unless removed by successful completion of the "Traffic Collision Point Reduction Class."

Department Safe Driver Awards

It shall be the responsibility of every Captain/Director to develop a strategy to acknowledge those employees who maintain a driving record free from preventable traffic collisions or who consistently demonstrate the principles of defensive driving.

Report Processing

Each Unit shall send a copy of the complete traffic investigation file, including records of the employee's current point/time period status, via their Division Headquarters to Risk Management Bureau - Discovery Unit.

Unit Commander Responsibilities

Captains and Directors are responsible for conducting appropriate follow-up to ensure that when an employee has reached an action level calling for corrective action, (training, job reassignment, or transfer), the designated corrective action is taken.

Refer to section [3-09/070.30](#) for additional information.

Revised 11/05/07

Revised 05/16/05

Revised 07/12/02

04/01/96 MPP

3-09/070.25 CLASSIFICATIONS OF DAMAGE TO DEPARTMENT/PERMITTEE VEHICLES

For purposes of this section, a "collision" is defined as the striking or contact of any other object, e.g., another vehicle, stationary object, roadway dip, etc., with a Department/Permittee vehicle which results in damage, injury or death.

Defensive driving is defined as those techniques and concepts which emphasize awareness, control and the use of proper evasive action to avoid or prevent a collision/incident. Defensive driving practices shall always be employed and an operator shall avail himself of every reasonable means to avoid a collision/incident.

NOTE: When the collision/incident is handled by the Traffic Collision Response Team, no assessment shall be done until the collision/incident is reviewed by the Commander's Executive Risk Review Committee.

An assessment shall be made by the watch commander/operations lieutenant after reviewing all reports and a preliminary finding shall be determined for one of the following:

- Preventable - a collision/incident or work damage that occurred while the Department/permittee vehicle was being used while engaged in County business and such collision or work damage could have been prevented by the employee. The decision as to preventability of a collision or work damage shall be based on whether or not the employee was driving defensively or using the vehicle in a reasonable manner and could have avoided the collision or work damage regardless of any legal rights (such as right-of-way at intersections) to which he may have been entitled pursuant to the Vehicle Code. The fact that the other driver may have committed a Vehicle Code violation is not of itself cause to justify a classification of non-preventable,

If a collision/incident or work damage resulted from a violation of the California Vehicle Code or Department policy on the part of the employee, the collision or work damage shall be classified as preventable.

NOTE: Refer to sections 3-09/070.45, Corrective Action and 3-01/090.10, Operation of Vehicles for policy and procedures related to initiating corrective action for preventable collisions.

- Non-preventable - a collision/incident or work damage that occurred while the Department/permittee vehicle was being driven defensively or used in a reasonable, prudent manner and the employee had no opportunity to avoid the collision or work damage,

The classification of non-preventable shall not be used when the employee commits any violation of defensive driving practices, Vehicle Code sections or Departmental policies.

- Work Damage - when damage occurred to the vehicle through causes other than a collision/ incident, vandalism or unknown or when damage occurred because of the requirements of the employee's work assignment,

The classification of work damage shall not be used for any incident involving a collision or incident with another vehicle, object, roadway dip, etc.,

If the work damage resulted from a violation of the California Vehicle Code or Department Policy or was caused by negligence on the part of the employee, the work damage shall be classified as preventable,

NOTE: When the finding is work damage, it shall be classified as preventable or non-preventable and so indicated on the Supervisor's Report, SH-R-257.

- Vandalism - when damage occurred to the vehicle through an intentional act of any person, whether the vehicle is attended or unattended, e.g., prisoners kicking out windows, missiles hurled at vehicle, etc.,

The classification of vandalism shall not be used for any incident involving a collision/incident,

- Unknown - when damage occurred to the vehicle wherein responsibility and/or cause cannot be determined and the event cannot be classified in one of the above categories. Every effort shall be made to determine the cause of a collision before using this classification.

Revised 05/16/05
04/01/96 MPP

3-01/090.10 OPERATION OF VEHICLES

For procedures regarding potential violations of this section, refer to section 3-09/070.45, Corrective Action.

Members driving any type of vehicle, County or private, shall observe the following rules of conduct:

- Members shall not violate any traffic laws. They shall set a good example for other drivers,
- Members shall always employ defensive driving techniques and an operator shall avail himself of every reasonable means to avoid or prevent a collision/incident,
- Members shall not operate vehicles in an unsafe or negligent manner. Unsafe backing, failure to allow for proper clearance or failure to allow for adverse driving surfaces or weather conditions, resulting in damage to a County/Permittee vehicle or any other vehicle or property, shall be considered a violation of this subsection,
- Members, in cases of emergency, shall be guided by the laws and regulations regarding emergency operation of vehicles.

Revised 08/01/08
Revised 06/22/08 (effective 07/01/08)
Revised 05/16/05
Revised 04/15/02
04/01/96 MPP

5-09/210.05 TERMINATION OF A PURSUIT

The decision to pursue is not irreversible and it is the prudent Deputy who knows when to terminate the pursuit. Deputies must constantly evaluate whether the seriousness of the crime justifies continuing the pursuit. Consideration must also be given to the extent of danger the suspect poses to the public beyond the act of evasion itself.

A pursuit shall be terminated:

- When there is an unreasonable danger to the Deputy or other users of the highway. An unreasonable danger exists (but is not limited to) when a Deputy's and/or suspect's speed dangerously exceeds the normal flow of traffic, when the suspect enters a one-way street or highway the wrong way, or when the existence of other vehicular or pedestrian traffic necessitates dangerous maneuvering.
- When weather conditions, visibility, road conditions, traffic conditions, including the volume of pedestrian and vehicular traffic or other factors, such as the availability of air support and the quality of radio communications, indicate unwarranted risk to uninvolved bystanders, other motorists or personnel engaged in the pursuit.
- When the violator can be identified to the point where apprehension may be more safely made at a later time.
- When the primary unit has lost sight of the pursued vehicle and visual contact is not immediately regained. This does not include the momentary loss of visual contact caused by the pursued vehicle turning a corner.
- When action is taken by another police department traversing our jurisdiction and our assistance is no longer needed.
- After a reasonably short period of time when it has been determined that the only reason for the pursuit is a known reported stolen vehicle. The term "reasonably short period of time" applies only to those pursuits wherein the driver is not driving dangerously. If the suspect is driving recklessly or at excessive speeds the pursuit shall be terminated immediately.
- When there is insufficient objective information to indicate that the suspect(s) is wanted for any crime inclusive of the approved felonies and misdemeanors described in MPP section [5-09/210.02](#).

An evaluation of the risks posed to uninvolved bystanders and motorists, suspects and those Deputies engaged in the pursuit shall be ongoing by all participants, particularly supervisors, throughout the duration of the pursuit.

When a pursuit is terminated, all units shall discontinue their Code 3 operation and obey all rules of the road. Unless otherwise directed by the Watch Commander, Deputies are to immediately return to normal activities in their assigned area(s) and cease attempts to pursue or follow the vehicle; except as provided in this policy.

All personnel involved in any aspect of a vehicular pursuit will be held accountable for their role in the continuation of the pursuit when circumstances indicate that it should have been terminated.

Any doubt concerning the propriety of a pursuit should be resolved in favor of the safety of Department members and other users of the highway by terminating the pursuit.

Speeds

Due to wide variations in roadways and conditions, speed limits cannot be established that will apply to all pursuits. Consideration should be given to terminating a pursuit or initiating "surveillance mode" as described in MPP section [5-09/210.15](#), when the Deputy's and/or suspect's speed becomes unreasonable. On urban or suburban surface streets, speeds in excess of 20 miles per hour over the posted or prima facie speed limit would normally be considered unreasonable and shall require termination of the pursuit absent an articulable need to continue the pursuit. An exception to this criteria may include rural, unpopulated areas devoid of vehicular and pedestrian traffic.

Additional factors to be considered by pursuing Deputies and supervisors to determine reasonable speeds should include:

- Public safety, including uninvolved bystanders, other motorists and persons in the pursued vehicle;
- Officer safety;
- Need for immediate apprehension vs. risks to the public, officers, and suspect(s);
- Seriousness of the known offense;
- Duration of the pursuit;
- Location of pursuit (i.e., rural, residential, commercial, freeway, open highway, etc.);
- Familiarity with area of pursuit;
- Quality of radio communications;
- Availability of air support;
- Weather conditions and visibility;
- Type of vehicles involved in pursuit.

Revised 06/24/07 (Implementation July 1, 2007)
04/01/96 MPP

EXHIBIT 9U

**INTRODUCTION:**

The Command Accountability Reporting System, or CARS, has been modified to make both the collection of data and the subsequent reporting of monthly data easier. The new system provides direct access to individual unit's data dating back to January 1997.

Each unit will be able to log-on to the system by simply clicking on a desktop icon and have virtually instant access to the unit's data. This system eliminates the need for the monthly E-mailing of Quattro Pro spreadsheets. The data, once entered, is stored in a database on the server at the offices of the Risk Management Bureau. Additionally, you will have access to the system at any time throughout the month to make necessary updates to your unit's data.

As the system expands and improvements are made, the reports that are currently generated by the Risk Management Bureau will be available through the system. Those reports (Cumulative CARS data, Unit SCIF Indices, etc.) will be available at a click of a button and will be available at the unit's as soon as the monthly data has been entered.

This manual will describe the system and offer some troubleshooting information; however, if you have any questions regarding the system or are having trouble with it, please contact Deputy Harry Drucker at Risk Management Bureau (323) 890-5387.

CONTENTS:

System Overview	Page 3
"Quick Start"	Page 4
Data Entry	Page 5
New Categories	Page 10
Security Features	Page 12
Troubleshooting	Page



SYSTEM OVERVIEW:

The CARS data is stored in a Paradox database table. The table and associated files are stored on a computer server at the Risk Management Bureau. In the past, CARS reporting data was compiled at each unit on a monthly basis and captured in a Quattro Pro spreadsheet which was E-mailed to Risk Management Bureau over the Sheriff's data network. Once received, the raw data contained in these spread sheets was stripped out and placed into the database. The new system eliminates the need for moving the data to a spreadsheet and eliminates the need for E-mailing the information.

This new system creates a link with computer terminals at each unit directly to the database table at Risk Management Bureau. The designated computers at each reporting unit have been equipped with a desktop icon that will launch Paradox and, after completing necessary security checks, connect that unit with the data specific to that unit. The system's security features will not permit an unauthorized user from viewing or entering data from a unit.

The system can be used throughout the month to assist in the continued collection of data. In other words, there is no reason to wait until the end of the month to enter the data. Data may be entered as many times as desired, several times a day if needed. For example, if a unit suffers a preventable traffic collision on the third day of the month, the traffic collision related data may be entered on that day. If two weeks later the collision is ruled non-preventable, the data can easily be changed. Step by step instructions will be given for data entry later in this manual.

At the data collection deadline, the third business day of the month, the program administrator will copy the data in the database to a separate location and use that data for processing the information for the Sheriff's Critical Issues Forum. The data will remain visible at all units and data changes may be made at any time.



QUICK START

This manual provides in-depth instructions regarding this new entry system. If you have some experience with database forms or have some knowledge of Paradox, the information in this section will enable you to begin using the system and entering data immediately.

- Step #1: Double-click on the CARS desktop icon to login to the system.
- Step #2: Once the form opens, select the report date desired by clicking on the date in the left column. Move from date to date by using the arrow keys on your computer.
- Step #3: Click on the first field you wish to enter data in. (On page 1, tab 1, the first field is Significant Force: Suspect Hospitalized / Dies) Press "F9" to enter *edit mode*. Press the "insert" key. Begin entering data. Use the "tab" or "enter" to move to the next field.
- Step #4: When done with all the data entry for one tab, simply click on the next tab and continue to enter data. After filling in all the data for a particular page, click on the next "Page" button to go to the next page.
- Step #5: Once all the data has been entered, press "F9" to exit *edit mode*.
- Step #6: If a printed copy of the CARS report is desired, click the print report button located on page 5.

Exit the system by closing Paradox.

NOTE:

When the system first goes on-line, you will need to enter both your June report data and your July report data, also, within the next few days, a report date for August 1998 will become available. When it does, you might want to get a head start on next month's report by entering zeros into the fields and entering data as the month progresses.

Enter zeros in all the database fields that are not applicable to your unit, there must be no fields left blank.

Detailed instructions can be found in the following section, DATA ENTRY.



DATA ENTRY

Every unit should have the system desktop icon installed on at least two computers
(See Fig.1)

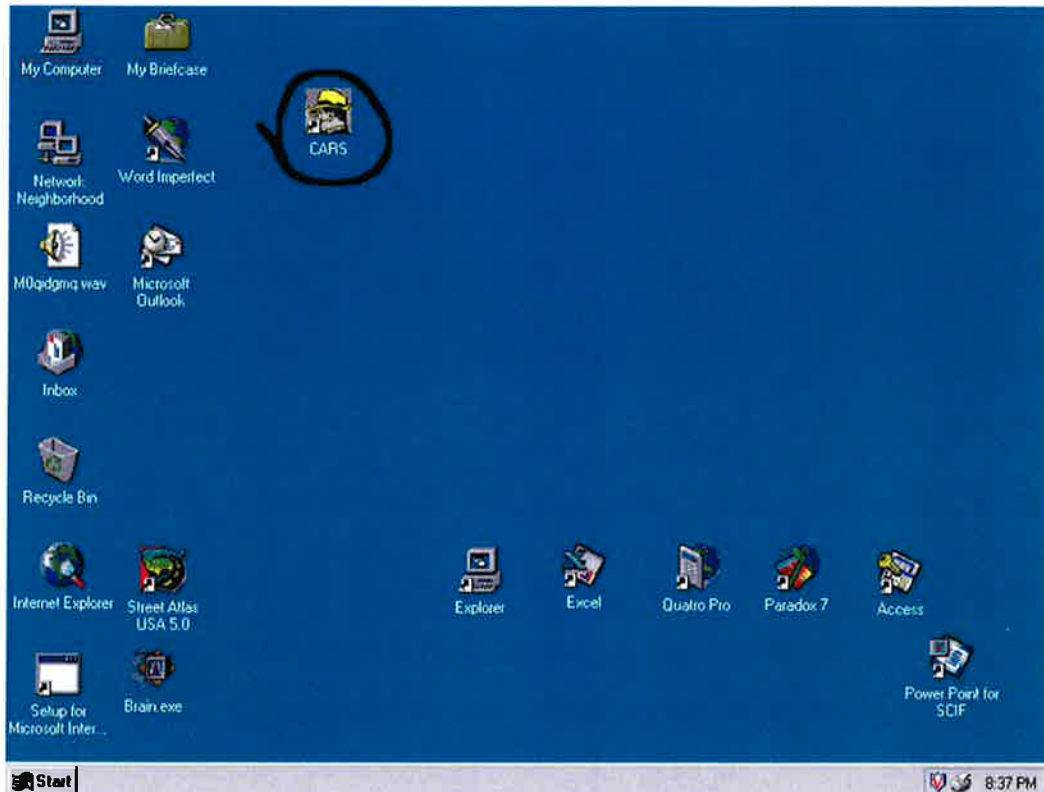


Fig.1

Double click on the CARS icon to start paradox and view the data entry form. The program may take some time to open. Remember, the data you are accessing is on a computer server in the city of Commerce. Once the program opens you should see a window like the one in fig.2. (Based on your version of Paradox, your window may not look exactly like the figure) Using your login name and computer name, the system will automatically open with your unit name displayed at the top left corner with report dates along the left side. Click on any date in the report date column and use the arrow keys to move to the report date for which you would like to enter or edit data. The current date is displayed in the upper right section of the window.

The object displayed on the screen is a Paradox form. A form allows you to either view data stored in a database table or enter data into that table. In order to enter the data, "edit mode" must be activated. If you are ready to enter data, press the F9 key. If you now look in the lower right corner of the form, the word "edit" is displayed indicating that "edit mode" has been activated.

A caution about edit mode: Database programs are different than most

Fig.2

One of the first things you will notice about the form is that it looks nothing like the CARS reporting form you have been using. Each category is located on separate pages (see the page buttons at the top) and each sub-category is located on separate tabs within the pages. There is no need to enter the data in any particular order. You may navigate the form by clicking on any page button or any page tab at any time.

When ready to start entering data, assure that the month you are interested in entering data for is displayed at the upper right corner. If it is not the correct date, click on the date in the "Report Date" column to make the desired date active. You may notice that as you click on each date, the data displayed in the first window changes.



Press F9 to enter "edit mode." Click in the first field you would like to enter data, press the insert key, then begin entering data. Use the enter key, or the tab key to move to the next field once you have entered data for a field. Once all the data for a particular tab has been entered, click on the next tab or on the page button desired.

Please note: When first entering data for a new month, enter zeros for ALL fields that are not applicable, or that you do not have data for! You can always go back and change numbers if needed at any time.

Here is a summary of the pages and of each tab:

Page 1:

- tab 1: Force
- tab 2: Shootings
- tab 3: SCR Personnel
- tab 4: SCR Service
- tab 5: Pursuits

Unit: CAS 01/31/97 Jan

Page1 Page2 Page3 Page4 Page5

ReportDate: 1/31/97, 2/28/97, 3/31/97, 4/30/97, 5/31/97, 6/30/97, 7/31/97, 8/31/97, 9/30/97, 10/31/97, 11/30/97, 12/31/97

Force

Uses of Force (record in month of occurrence) 01/31/97

Total Significant Use of Force Incidents: 5

Significant Incident - Suspect Hospitalized / Dies: 0

Significant Incident - Suspect has Visible/Verifiable Injuries: 0

Significant Incident - Complaint of Pain: 0

Significant Incident - No Injury or Complaint of Pain: 5

Total Less Than Significant Use of Force Incidents: 3

Less Than Significant Incidents - O.C. Spray: 0

Less Than Significant Incidents - Other: 3

Total Force Incidents (Includes PTSD Rollouts): 8

Individual Uses of Significant Force: 4

Individual Uses of Less Than Significant Force: 9

Total Individual Uses of Force: 13

of Individual Uses of Force Directed by Supervisor: 0

of Suspects Upon Whom Force Was Used: 8

PTSD Roll Outs for Force Incidents: 0

4 of 71 [UNIT DB]

Start Corel WordPerfect - [C:\M... Inbox - Microsoft Outlook Paradox 7 - [Form: F... untitled - Paint 10:20 PM

Page 2:

- tab 1: Warrant Serve
- tab 2: Admin. Inv.
- tab 3: Civil Claims, Disturbances, and Arrest Activity.

Unit: CAS 01/31/97

Page1 Page2 Page3 Page4 Page5

Arrests & Warrant Service: Admin Investigations Civil Claims/Disturb & Activity

Arrests (record in month of occurrence)

Felony Arrests: 217

Misdemeanor Arrests: 204

Total Arrests: 417

Warrant Service Incidents (record in month of occurrence)

Arrest Warrant Incidents: 1

Search Warrant Incidents: 6

OTHER Warrant Incidents: 0

Total Warrant Incidents: 7

SEB Deployed: 0

Involving Employee Injury: 0

Involving Suspect Injury: 0

Involving Property Damage: 0

Cannot move to P2Tab1 from Page2.

Start Corel WordPerfect - [C:\M... Inbox - Microsoft Outlook Paradox 7 - [Form: F... 10:27 PM



Page 3:

tab 1: Custody Events
 tab 2: Custody Assaults
 tab 3: Facility Capacity/
 Population

Paradox 7 - [Form : FormTab.fdl]

Unit: CAS 01/31/97

Page1 Page2 Page3 Page4 Page5

Custody Events Custody Assaults Facility Capacity / Population

Inmate Events (record in month of Occurrence)

Escapes:	0	Inmate Complaints:	0
Attempt Escape:	0	Facility Searches:	0
Minor Inmate Disturbance:	0	Hand Made Weapon Recovered:	0
Major Inmate Disturbance:	0	Custody Deaths:	0
Inmate Riots:	0	Incl. Homicides & Suicides	0
Significant Inmate Incident:	0	Custody Homicides:	0
Suicide:	0	Robberies:	0
Attempt Suicide:	0	Drug Crimes:	0
Erroneous Release:	0	Sex Crimes:	0
Over Detentions:	0	Inmate Illness/Injury Reports:	0

Cannot move to 'P3Tab1' from 'Page3'.

Start Corel WordPerfect - [C:\M... Inbox - Microsoft Outlook Paradox 7 - [Form : F... 10:33 PM

Page 4: Traffic

tab 1: Types of
 Collisions
 tab 2: Fleet Damage
 Private Prop.
 Damage
 tab 3: Injury Info &
 Mileage

Paradox 7 - [Form : FormTab.fdl]

Unit: CAS 01/31/97

Page1 Page2 Page3 Page4 Page5

Traffic Collisions Traffic (Continued ...) Traffic (Continued ...)

Traffic Collisions (record in month of Occurrence)

Preventable - County:	0	Work Damage - County:	0
Preventable - Permittee:	0	Work Damage - Permittee:	0
Preventable Total:	2	Work Damage Total:	0
Non-Preventable - County:	0	Vandalism - County:	0
Non-Preventable - Permittee:	0	Vandalism - Permittee:	0
Non-Preventable Total:	0	Vandalism - Total:	0
Unknown - County:	0	Code 3 - Pursuit:	0
Unknown - Permittee:	0	Code 3 - Non-Pursuit:	2
Unknown Total:	0	Code 3 Total:	2
Total Collisions / Incidents:	2	Surveillance - County:	0
		Surveillance - Permittee:	0
		Surveillance Total:	0

Cannot move to 'P4Tab1' from 'Page4'.

Start Corel WordPerfect - [C:\M... Inbox - Microsoft Outlook Paradox 7 - [Form : F... 10:36 PM



Page 5:

tab 1: Occupational
Injuries

tab 2: Occupational
Illness and

IOD

tab 3: Staffing

tab 4: Problem
Parties

Paradox 7 - [Form: FormTab.fdl]

File Edit View Form Record Tools Window Help

Unit: CAS 01/31/97

Page1 Page2 Page3 Page4 Page5 Print Report

Occupational Injuries Occupational Illness Staffing Problem Parties

Occupational Injuries (record in month of Occurrence)

Total Injury Claims - Sworn:	14		Injury - Insignificant - Sworn:	2	
Total Injury Claims - Non-Sworn:	2		Injury - Insignificant - Non-Sworn:	1	
Total Injuries:		16	Total Insignificant Injuries:		3
Field or Facility Duties - Sworn:	14		Injury - Minor - Sworn:	0	
Field or Facility Duties - Non-Sworn:	2		Injury - Minor - Non-Sworn:	1	
Total Field or Facility Duties:		16	Total Minor Injuries:		1
Training Activities - Sworn:	0		Injury - Moderate - Sworn:	1	
Training Activities - Non-Sworn:	0		Injury - Moderate - Non-Sworn:	0	
Total Training Activities:		0	Total Moderate Injuries:		1
Fitness / Recreational Activities - Sworn:	0		Injury - Major - Sworn:	0	
Fitness / Recreational Activities - Non-Sworn:	0		Injury - Major - Non-Sworn:	0	
Total Fitness / Recreational Activities:		0	Total Major Injuries:		0

Cannot move to 'PSTab1' from 'Page5'.

Start Corel WordPerfect - [C:\W... Inbox - Microsoft Outlook Paradox 7 - [Form: F... 10:49 PM



NEW CATEGORIES

There are some new categories included in the new system. Most of these categories are captured elsewhere in different department forms and are self explanatory. The new categories are listed below along with definitions.

<u>Category Name</u>	<u>Location</u>	<u>Description</u>
1. Pursuit Termination	Page 1, Tab 5	Pursuit Termination Reasons
a. Pursuit Terminated - Deputy T.C.'d		
b. Pursuit Terminated - Suspect T.C.'d		
c. Pursuit Terminated - Deputy Veh. Disabled		
d. Pursuit Terminated - Suspect Stopped/Veh Disabled		

These four new categories are currently being tracked in the Department's Pursuit Evaluation Form. The first two (a,b) are self explanatory. (c) should be used if the termination reason for the pursuit is due to the Deputy vehicle being unable to continue the pursuit due to mechanical failure not related to a collision. (d) shall be used if the suspect stops either by will or due to mechanical failure not related to a collision.

2. Total Emergency Release Citations Page 2, Tab 1

On a monthly basis, the Custody Support Services Unit will call each Field Operations Jailer to collect the number of bookings that were released EMER on a citation. The information in this field will be made available to the Custody Support Services Unit so that numerous phone calls will be unnecessary. At this point, this information will be provided as a courtesy to the Custody Division and will not be used for the SCIF forum. The station jailer will most likely be your source for entry into this field.

3. Administrative Investigations Page 2, Tab 2

An "OTHER" category has been added to track investigations that do not fit under the Misconduct, Traffic, or Failure to Qualify categories. If an Administrative Investigation does not clearly fit into one of the categories, use "Other."

Additionally, separate your investigations into "Unit Level" and "IAB" and indicate the numbers of each on the form in the appropriate spot.

I.C.I.B. Investigations will also be reported on this Tab.

3. Custody Events

Page3, Tab 1



The most new categories added to the CARS report were in the "Custody Events" section. In-Custody deaths and crimes are to be reported in this section. If a crime occurs at your facility and the victim and/or suspect is a jail inmate then list the numbers of crimes here.

- | | |
|----------------------|----------------------|
| a. In-Custody Deaths | b. Custody Homicides |
| c. Robberies | d. Drug Crimes |
| e. Sex Crimes | |

This section also applies to Court Lockups and Station Jails as well as Custody Facilities.

4. Custody Assaults Page 3, Tab2

On this tab you will find the Inmate on Inmate & Inmate on Staff Assault categories. CARS will now track the number of these incidents in which hand made weapons were used. Even if multiple weapons were used, report only one in this section per incident involving weapons.

5. % Over / Under Working Capacity Page 3, Tab 3

This field will be calculated automatically upon entry of the two preceding fields (Working Capacity (*Replaced Mandated Capacity*) and ADIP).

Special Note: Those units that do not have an inmate population **MUST** enter zeros into the Working Capacity field and the ADIP field. The system will prompt you that it cannot divide by zero; however, ignore this message, click OK, and continue on to the next set of fields to enter.

6. Staffing Figures Page 5, Tab 3

Budgeted Personnel Items - Number of budgeted items for unit . Sworn and Non-sworn.

Budgeted Items will now be tracked in CARS in order to calculate a percentage of Available Personnel to Budgeted Personnel.

Personnel Loaned "IN" - These personnel items are assigned to other units, but are available to your unit due to a loan.

The Available Personnel numbers will automatically be filled in based on the entry of the following fields (Assigned Personnel, Personnel Loaned "IN", and Unavailable personnel)

The percentage of Available Personnel to Budgeted Personnel will also be automatically calculated based on the entry of data in the other unit staffing fields.



Overtime Budgeted and Expended - This field is the dollar amount that the unit was budgeted and has expended during the reporting month. DO NOT attempt to enter data in these fields. Either each Division Headquarters or Risk Management Bureau will enter the data in these fields.

SECURITY FEATURES

There are several security options built into the CARS direct data entry system. After considering the needs of the individual unit, Please notify Deputy Drucker of the identity of authorized data entry personnel and any additional personnel who may need to view data. (This may have already been done for your unit)

These are the current security levels built in to the system.

- Edit for Unit - Basic security level allows entry and editing of data for assigned unit only. Cannot view or edit data from other units.
- View for Unit - Cannot edit data but can view data for assigned unit only.
- View ALL - Users with this level may view data from all units. This level will be assigned to Captains and above and anyone designated by the Operations Office to need this type of information.

A separate guide for the VIEW ALL security level is being developed and may help guide those users through the system.



IMPORTANT TIPS FOR USING THE SYSTEM

The system will save your data when you exit the system; however, try to press F9 to exit edit mode prior to exiting. Additionally, exiting edit mode posts the data to the database. It is similar to saving a document you are working on. If you try to print the report after page 5 without "posting" your data, the report will print out with blank spaces because it is looking for data in the database, not in your entry form.

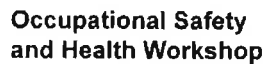
Please remember that this system is new and we are still working the bugs out. Please report any difficulties you may be experiencing immediately. Thank you for your patience and I hope that this system will make this process easier for all of us.

TROUBLESHOOTING

This section will be made as comprehensive as possible; however, not all issues with this system can be anticipated. Please check this troubleshooting guide first if trouble is encountered. If you cannot correct the problem here, please call or E-mail Risk Management Bureau for assistance.

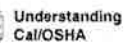
<u>PROBLEM</u>	<u>LIKELY CAUSE</u>	<u>SUGGESTION FOR CORRECTIVE ACTION</u>
I double click on the Icon, but it tells me that I am not an authorized user	You have not been entered into the user table or have not been given a security level.	Call the program administrator to place you on the user list.
The form opens but I cannot enter data.	Edit mode has not been activated or <i>insert</i> has not been pressed.	Look at the bottom of the screen for the "edit" prompt, if you do not see it, press the F9 key to enter <i>edit mode</i> . <i>Insert</i> must be pressed after edit mode has been activated
I entered all my data but when I went to print the report, it printed with blanks.	The data entered has not been posted to the database yet.	Post the data by pressing F9. (Go out of Edit Mode. Then try to print the report again.

EXHIBIT 9V



presented by

CHIEF EXECUTIVE OFFICE
RISK MANAGEMENT BRANCH
LOSS CONTROL AND PREVENTION SECTION



Agenda

- **Overview of Unit Safety Officer Duties**
- **Introduction to Cal/OSHA**
- **Injury and Illness Prevention Program (IIPP)**
- **Reporting of Serious Injuries**
- **Facility Inspections**
- **Bloodborne Pathogens Awareness**
- **Hazard Communication**
- **Respiratory Protection Awareness**



DATE July 8, 1964
FILE NO.

[illegible]

© 2004 by The McGraw-Hill Companies, Inc.

It is an all-in-one effort to bring the Department's services and information to all of DOD's stakeholders and to ensure that the Department's services are accessible to all stakeholders. The Department's services are accessible to all stakeholders through the Department's website, which is the central point of contact for all stakeholders. The Department's website is the central point of contact for all stakeholders, and it is the Department's responsibility to ensure that the website is accessible to all stakeholders. The Department's website is the central point of contact for all stakeholders, and it is the Department's responsibility to ensure that the website is accessible to all stakeholders.

The U.S. Postal Service will be responsible for

¹ phasing and programming for 2001 - 2002 program

Erasmus = Erasmus and made reference of the text: University
[online] 1999

Learning objectives will be the focus of the training of your language.

Abstracts in English

Downloaded From: <http://www.sagepub.com> at 11:52 11 October 2009

On the good side, I agree that the fact that the world is not a perfect place is a reality. This is an important reality to acknowledge, as it is a reality that we must live with. It is a reality that we must accept, and it is a reality that we must learn to live with. It is a reality that we must learn to live with, and it is a reality that we must learn to live with.

Please send the name of your designated U.S. Sales Office to: Margaret Sotell, Mr. Dillner at Health and Safety so that she can prepare an e-mail over going to registration. Margaret Mr. Dillner will be conducting training in June 2009 to address the quality issues mentioned with the new equipment. Should you have any questions please contact Margaret Mr. Dillner at (317) 906-7300.



INTRODUCTION TO CAL/OSHA



Overview of Cal/OSHA

- **OSHA vs. Cal/OSHA**
- **Which agency enforces safety and health standards in California?**



Overview of Cal/OSHA

Major units in Cal/OSHA:

- **Consultation**
- **Enforcement/Compliance**
- **Appeals Board**
- **Standards Board**



Understanding
Cal/OSHA

Cal/OSHA Consultation

- Offers **FREE** training and consultation
- No citation
- Confidential
- Must be invited to the facility



Understanding
Cal/OSHA

Cal/OSHA Enforcement and Compliance

- Enforces worker safety and health standards and regulations
- Issues citations



Understanding
Cal/OSHA

Cal/OSHA Appeals Board

Employer has the right to appeal any citation and/or penalty:

- Informal hearing
- Telephonic hearing
- ALJ hearing



Understanding
Cal/OSHA

Cal/OSHA Standards Board

Adopts safety and health standards, providing the basis for Cal/OSHA enforcement.



Understanding
Cal/OSHA

What Triggers a Cal/OSHA Inspection?

- Employee Complaint
- Accident
- Programmed Inspection
- Referral



Understanding
Cal/OSHA

Inspections

Inspection vs. Written Notice



Understanding
Cal/OSHA

What Triggers a Cal/OSHA Inspection?

Employee Complaint



Understanding
Cal/OSHA

What Triggers a Cal/OSHA Inspection?

Accident - an inspection resulting from an employer reporting a fatality, or serious injury or illness within eight hours of the employer's knowledge of the event.



Understanding
Cal/OSHA

What Triggers a Cal/OSHA Inspection?

Programmed inspection - an inspection of employers randomly selected in specific industries, or as part of a national or local workplace safety and health emphasis program.



Understanding
Cal/OSHA

What Triggers a Cal/OSHA Inspection?

Referral - an inspection generated by the referral from another agency, employer, etc.



Understanding
Cal/OSHA

What to Expect in a Cal/OSHA Inspection

Types of violations:

- **Regulatory**
- **General**
- **Serious**
- **Repeat**
- **Failure to Abate**
- **Willful**



Understanding
Cal/OSHA

Citation & Penalties

- **Regulatory:** \$7,000
- **General:** \$7,000
- **Serious:** \$25,000
- **Repeat:** No good faith or history credit
- **Failure to Abate:** \$15,000 per day
- **Willful:** \$250,000 and three year prison sentence

Failure to Report Serious Injury (8 hours): \$5,000



Understanding
Cal/OSHA

Citation & Penalties

If cited:

- Call the Department Safety Officer at (323) 890-5001
- Fax copy of citation to (213) 415-2570.



Understanding
Cal/OSHA

Penalty Calculation

How penalties are calculated:

- Severity
- Extent
- Likelihood
- Company size
- Good faith
- History
- IIPP



Understanding
Cal/OSHA

Inspections

Inspection Procedure

- Opening conference
- Walk-around
- Exit conference
- Closing conference



Understanding
Cal/OSHA

Inspections

The opening conference is conducted with the employer, or the highest ranking representative of the employer available at the worksite.



Understanding
Cal/OSHA

Inspections

- Show identification and business cards.
- Explain the purpose/scope of inspection.
- Explain elements of Cal/OSHA program in general terms, and present informational materials about program.
- Inform employer of employee rights and the inspection walk-around procedures.



Understanding
Cal/OSHA

Inspections

- Review IIPP, copy will be requested
- Workers' compensation coverage (Certificate of Self-Insurance)
- Training and inspection records
- Cal/OSHA recordkeeping forms
- Cal/OSHA "Safety and Health protection on the Job" poster



Walk-Around:

- Employee interviews
- Photographs
- Testing and environmental samples
- Collection of physical evidence



Exit Conference:

- Summary of findings
- Notification of possible follow-up inspection



Closing Conference:

- Citations & penalties issued
- Abatement period
- Informal conference
- Appeal rights



Appeal:

- Appeal must be received within 15 days of the issuance of the citation.
- Phone call is recommended followed by written documentation.
- Check all of the boxes on the appeal form
- Copy of the citation must accompany the appeal forms.



Informal Conference:

- Meeting with the Cal/OSHA District Manager to:
 - Request a reduction in penalties or change in citation classification.
 - Challenge alleged violation.
- Employees have the right to attend the informal conference.





Understanding
Cal/OSHA

INJURY AND ILLNESS PREVENTION PROGRAM



Understanding
Cal/OSHA

What is an IIPP?

The IIPP is a written safety and health program that describes the employers efforts to provide a safe and healthful work environment.



Understanding
Cal/OSHA

Injury and Illness Prevention Program

3-02/050.00 INJURY/ILLNESS PREVENTION PROGRAM (IIPP)

- The Department, in conformance with County policies and procedures, and local, state and federal laws, rules and regulations pertaining to health and safety, maintains a comprehensive and continuous safety program to assure, so far as possible, safe and healthful working conditions. The objective of this program is to protect and conserve the manpower, equipment and resources under the Department's control. Cooperation in this effort and compliance with health and safety rules are expected of all employees as a condition of employment.



Understanding
Cal/OSHA

Injury and Illness Prevention Program

- Responsibilities
- Recognition & discipline
- Information exchange
- Worksite inspections
- Hazard correction
- Accident investigations
- Training
- Recordkeeping



Understanding
Cal/OSHA

Responsibilities

The IIPP should identify the person or persons with authority and responsibility for implementing the Program.

This person is known as the Program Administrator.



Understanding
Cal/OSHA

Recognition & Discipline

A method for ensuring that employees comply with safe and healthy work practices should be established.

- Recognition
- Discipline



Understanding
Cal/OSHA

Information Exchange

A system for communicating with employees should be established. This can be accomplished through:

- Bulletin boards
- Briefings
- Employee suggestion program for reporting hazards
- Emails
- Training



Understanding
Cal/OSHA

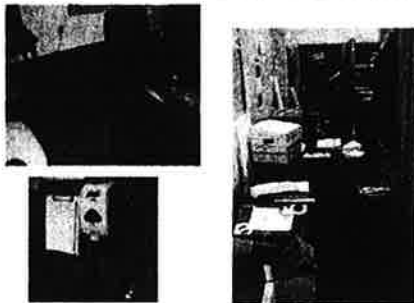
Hazard Identification

Periodic worksite inspections provide a method for identifying existing and/or potential hazards in the workplace.



Understanding
Cal/OSHA

Hazard Identification



Understanding
Cal/OSHA

Hazard Correction

Hazard Correction

- Abatement of identified problems in a timely manner. May require ranking of hazards.
- Abatement measures must be documented, i.e. emails, work orders, etc.



Understanding
Cal/OSHA

Accident Investigation

- Each work-related injury or illness must be investigated.
 - SHAD 666
- Purpose of the Investigation should be to identify the causes and implement corrective actions.

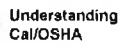


Understanding
Cal/OSHA

Training

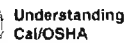
Training

- Allows employees to learn their job properly.
- Reinforces existing ideas, rules, and program requirements.
- Required under several Cal/OSHA regulations.



- **Training records - 1 year**
- **Inspection reports - 1 year**
- **Medical reports and records (LOE* + 30 years)**
- **Log 300, 300A and 301 – 5 years**

***Length of Employment**



RECORDKEEPING



Injury

An injury is any wound or damage to the body resulting from an event in the work environment.

Illness

Any abnormal condition or disorder caused by exposure to environmental factors in the workplace, including acute and chronic illnesses or diseases caused by inhalation, absorption, ingestion, or direct contact.



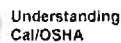
Recording

Employer must maintain a record of work-related fatalities, injuries and illnesses. Must be provided to Cal/OSHA upon request.

Reporting


Employer must immediately notify Cal/OSHA (within 8 hours) of every serious occupational injury or illness, and any work related death.

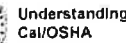
Notify the department Safety Officer at (323) 890-5001 if a reportable injury occurs.



**Serious Injury
or Illness**

**Any Injury or illness occurring in the workplace or
In connection with employment in which employee:**

- Requires in-patient hospitalization in excess of 24 hours for other than medical observation, or
 - Suffers loss of any member of the body, or
 - Suffers any serious degree of physical disfigurement
 - Fatality
- 



Recordkeeping Forms

[illegible]



Understanding
Cal/OSHA

Recordkeeping Forms

Cal/OSHA Form 301 Injury and Illness Incident Report



Understanding
Cal/OSHA

Recordkeeping Forms

Division of Workers' Compensation Form 5020

Is equivalent to

Cal/OSHA
Form 301



Understanding
Cal/OSHA

Annual Summary

- Review Cal/OSHA Form 300, then complete Cal/OSHA Form 300A - Annual Summary of Work-related Injuries and Illnesses .
- Company executive must certify that the Cal/OSHA Form 300A is correct and complete.
- Post summary February 1 - April 30 of the year after the calendar year the records cover.



Understanding
Cal/OSHA

Cal/OSHA Form 300A

Cal/OSHA Form 300A Summary of Work-Related Injuries and Illnesses



Understanding
Cal/OSHA

SAFETY INSPECTIONS

Workplace Safety Inspections

Safety Inspections are a critical part of a safety and health program in which the workplace is examined closely on a regular basis for the purpose of identifying:

- Actual and potential hazards
- Adequacy of existing hazard controls

The quarterly inspection of County facilities is mandated by motion of the Board of Supervisors.



County of Los Angeles
CHIEF EXECUTIVE OFFICE
1000 Bankers Building, 12th Floor
Los Angeles, California 90017

Supplement 1, 2001

19. Ad. Department Income

FACILITY EVALUATION FOR LONG-TERM CARE AND SAFETY

On Aug 24, 2002, the Board of Directors passed a "motion regarding 'approval' of the City of Denver facilities for 'safe, peaceful and orderly'". The phrase "safe and orderly" is the City's standard language for law enforcement. The phrase "safe and orderly" is the City's standard language for law enforcement. The phrase "safe and orderly" is the City's standard language for law enforcement.

[illegible]

This document's full quality summary should be submitted to Drug Storage at the CD's Case Control and Prevention Unit by January 31, 2008.

^aBy going over through Medical Dictionary Browser.



Understanding Cal/OSHA

Workplace Safety Inspections

INJURY & ILLNESS PREVENTION PROGRAM

Title 8, CCR, §3203(a)(4)

**"The (IIPP) shall be in writing and shall, at a minimum:
Include procedures for identifying and evaluating
work place hazards including scheduled periodic
inspections to identify unsafe conditions and work
practices."**



Understanding Cal/OSHA

Workplace Safety Inspections

INJURY & ILLNESS PREVENTION PROGRAM

Title 8, CCR, §3203(a)(6)

**"The (IIPP) shall be in writing and shall, at a minimum:
Include methods and/or procedures for correcting
unsafe or unhealthy conditions, work practices and
work procedures in a timely manner based on the
severity of the hazard."**



Understanding Cal/OSHA

CAL/OSHA Form 1A[illegible]

Understanding Cal/OSHA

Inspection Checklists

- Use of checklists ensure thoroughness
- Hazards can be documented
- Pictures can be attached for clarification

Cal/OSHA Form 338 (Rev. 1/01)

Employer Name: _____ Date: _____

Inspector Name: _____ Date: _____

HAZARD IDENTIFICATION CHECKLIST

No.	Description	Yes	No	NA
1	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
2	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
3	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
4	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
5	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
6	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
7	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
8	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
9	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
10	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
11	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
12	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
13	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
14	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
15	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
16	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
17	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
18	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
19	Are all employees trained in the recognition, identification, and reporting of potential hazards?			
20	Are all employees trained in the recognition, identification, and reporting of potential hazards?			

DETAILS AND COMMENTS

Inspection should be detailed as to the self-inspection or agency conducting the report. Inspectors should provide a description of the hazard, the location, the date, and the time of the inspection. Inspectors should also provide a description of the hazard, the location, the date, and the time of the inspection. Inspectors should also provide a description of the hazard, the location, the date, and the time of the inspection.



Understanding
Cal/OSHA

Inspection Checklists

- Set priorities for hazard correction
- Attach copies of work orders, purchase orders, etc.
- Attach pictures to the written reports, if available
- Check progress of corrective measures and recommendations



Understanding
Cal/OSHA

Slip and Trip Hazards



Understanding
Cal/OSHA

Slip and Trip Hazards



Understanding
Cal/OSHA

Slip and Trip Hazards



Understanding
Cal/OSHA

Slip and Trip Hazards





Understanding
Cal/OSHA

Slip and Trip Hazards



Permanent floors and platforms should be free of dangerous projections or obstructions, maintained in good repair, and reasonably free of oil, grease, or water.



Understanding
Cal/OSHA

Slip and Trip Hazards



Parking lots and walkways should be properly illuminated.



Understanding
Cal/OSHA

Slip and Trip Hazards

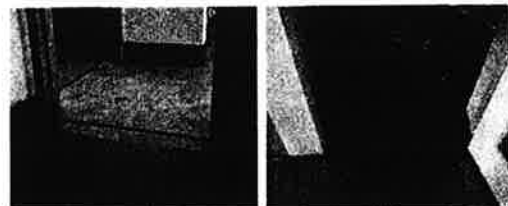
Aisles and walkways must:

- Be at least 24" wide
- Be free of obstructions



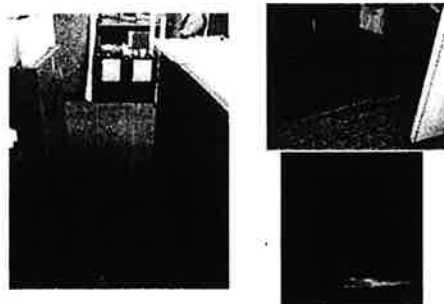
Understanding
Cal/OSHA

Slip and Trip Hazards



Understanding
Cal/OSHA

Slip and Trip Hazards



Understanding
Cal/OSHA

Sanitation and Storage



Trash and other debris should be placed in appropriate containers and stored in designated location.



Understanding
Cal/OSHA

Sanitation and Storage



Secondary containment is required when storing hazardous materials/waste.



Understanding
Cal/OSHA

Sanitation and Storage



Biohazard/Medical waste should be secured at all times.



Understanding
Cal/OSHA

Sanitation and Storage



HVAC System air Intakes should be kept clean and clear of debris and other items.



Understanding
Cal/OSHA

Electrical

Electrical panels must have all openings guarded.



Understanding
Cal/OSHA

Electrical



Understanding
Cal/OSHA

Electrical

Voltage, current and wattage should also be marked on the face of the panel.





Understanding
Cal/OSHA

Electrical



Appropriate clearance must be provided around electrical panels (36" in front, 30" minimum width).



Understanding
Cal/OSHA

Electrical



Understanding
Cal/OSHA

Electrical



Each breaker should be legibly marked to indicate its purpose.



Understanding
Cal/OSHA

Electrical



How would Cal/OSHA classify this citation: General or Serious?



Understanding
Cal/OSHA

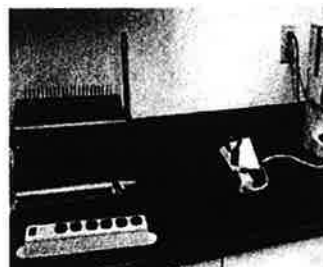
Electrical

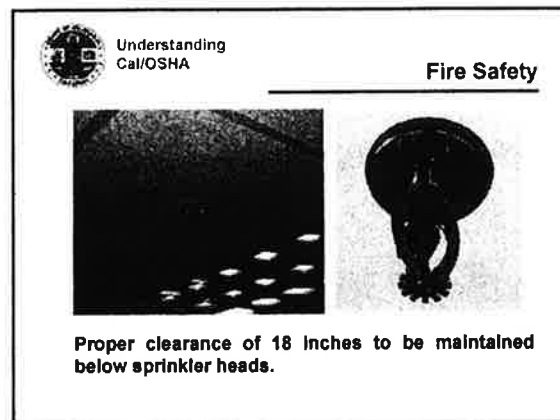
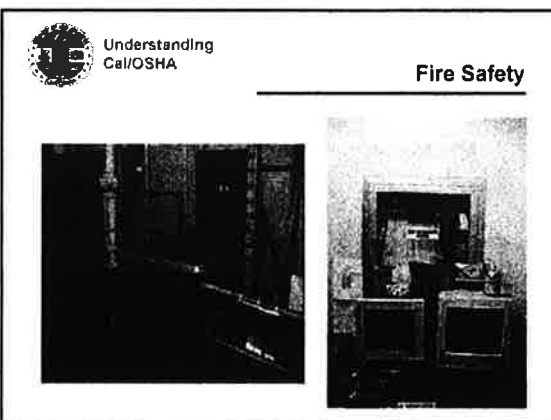
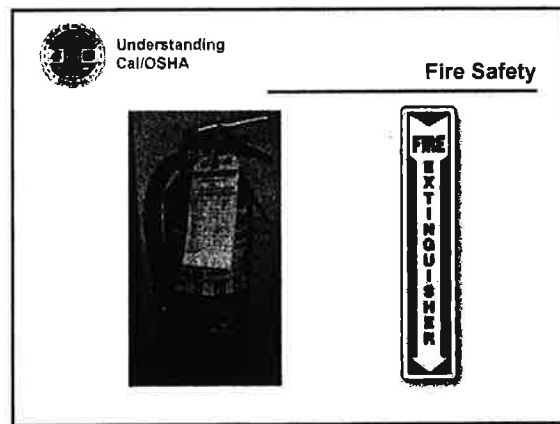
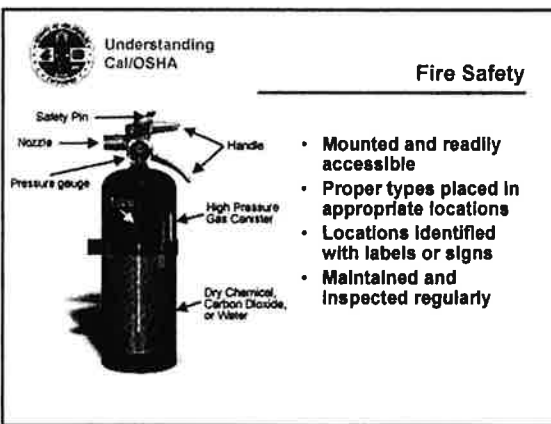
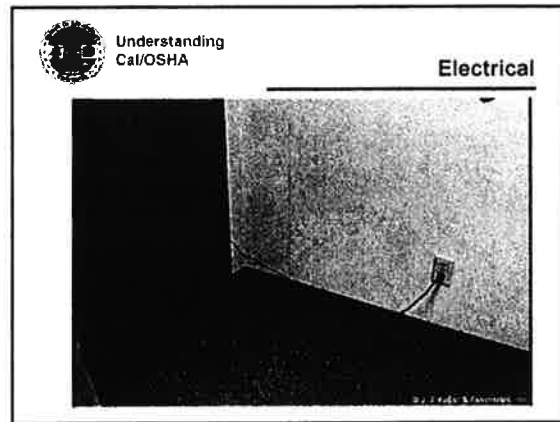
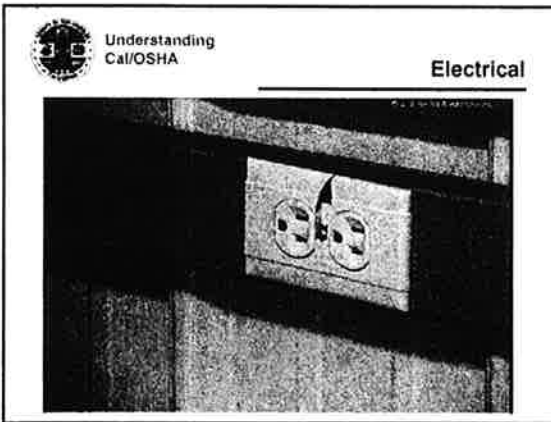
Flexible cords and cables should not be used as a substitute for the fixed wiring of a structure.



Understanding
Cal/OSHA

Electrical







Understanding
Cal/OSHA

Fire Safety



All compressed gas
cylinders to be stored:

- Capped
- Chained in an upright position



Understanding
Cal/OSHA

Life Safety



Evacuation maps should be posted to direct
employees and visitors to the nearest evacuation
route.



Understanding
Cal/OSHA

Life Safety



Exits and travel paths
should be identified with
"EXIT" signs that are
clear, lit and visible from
a distance of 30 feet (5
inch minimum height for
lettering).



Understanding
Cal/OSHA

Life Safety

Emergency Exits:

- Exit doors must open in the direction of travel
- Must provide adequate and continuous illumination
- Maintained free of obstructions



Understanding
Cal/OSHA

Life Safety



Understanding
Cal/OSHA

Life safety





Understanding
Cal/OSHA

Life Safety

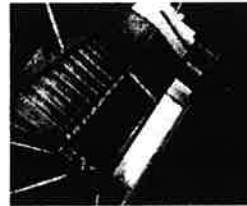


Guardrails should be provided on all open sides of unenclosed work locations more than 30 inches above the floor.



Understanding
Cal/OSHA

Life Safety



Stairwells must:

- Have steps with a slip-resistant surface
- Have secure handrails
- Be free of obstructions
- Be adequately illuminated



Understanding
Cal/OSHA

Life Safety



Hazardous materials should be properly identified and stored appropriately.



Understanding
Cal/OSHA

Life Safety

Emergency eyewash and showers should be maintained free of obstructions and inspected monthly.

**EMERGENCY
EYE WASH
STATION**
KEEP AREA CLEAR



Understanding
Cal/OSHA

Life Safety

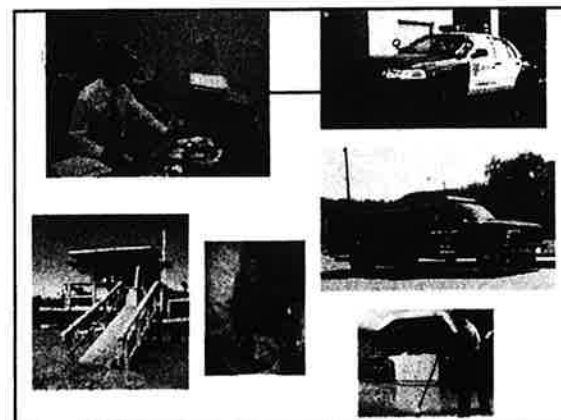
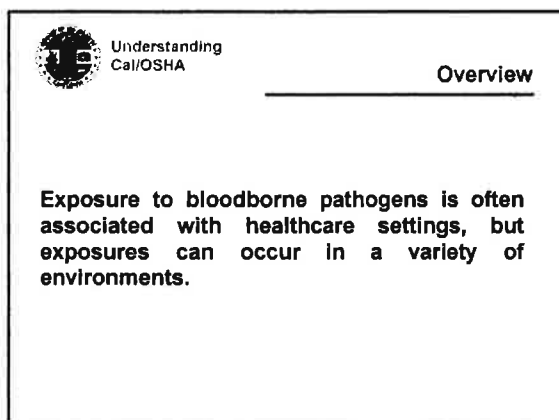
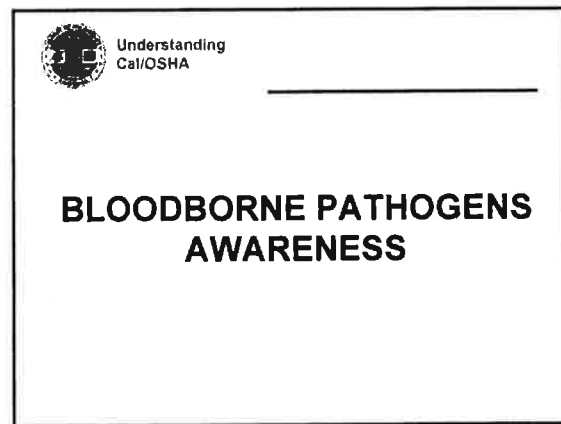
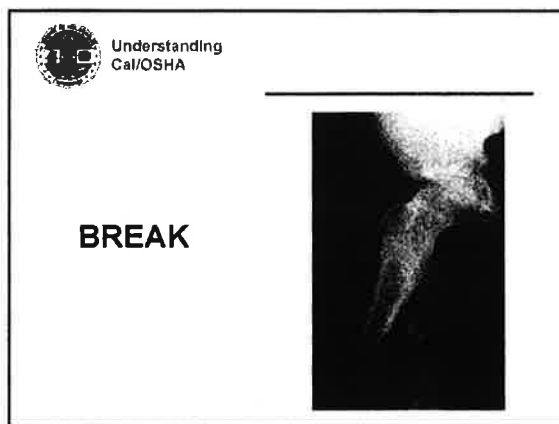
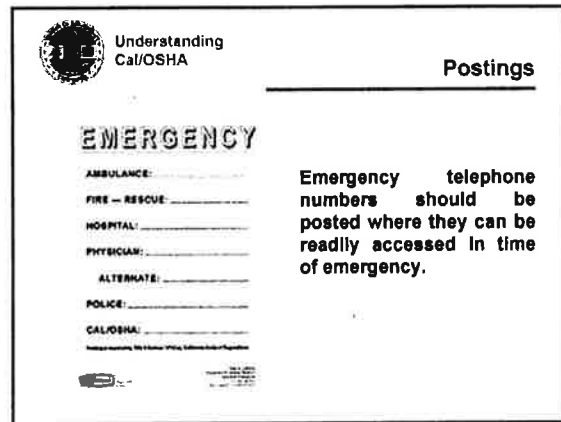
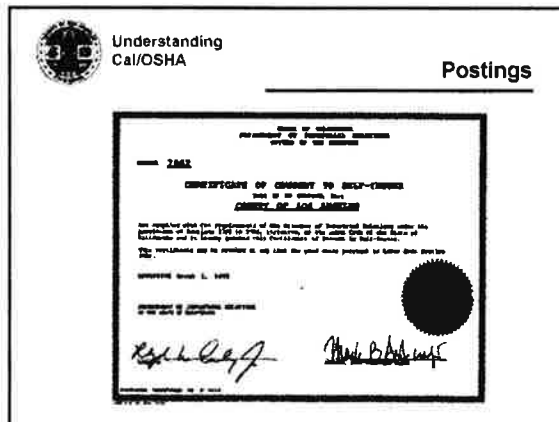


Understanding
Cal/OSHA

Postings



**SAFETY AND HEALTH
PROTECTION ON THE
JOB POSTER**





Understanding
Cal/OSHA

What are Bloodborne Pathogens?

What are bloodborne pathogens?

Bloodborne pathogens are pathogenic microorganisms/parasites that are present in human blood and can cause disease in humans.



Understanding
Cal/OSHA

Bloodborne Pathogens

- **HIV: Human Immunodeficiency Virus**
 - **causes AIDS - no cure or vaccination**
- **HBV: Hepatitis B virus causes liver disease**
 - **vaccination available**
- **HCV: Hepatitis C virus causes liver disease**
 - **no vaccination available**



Understanding
Cal/OSHA

What is an "Exposure"?

An exposure is defined as contact with blood or other potentially infectious materials.

Other potentially infectious materials include:

- **Human body fluids (i.e. synovial, pleural, pericardial and amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood and all body fluids).**



Understanding
Cal/OSHA

Modes of Transmission

***Direct contact* – occurs when infected blood or body fluids from one person enters another person's body at a correct entry site.**

- **Needlestick or cut with sharp, contaminated object.**
- **Contact with broken skin through cuts, rashes, other breaks in skin.**
- **Splashes to eyes, nose, mouth.**



Understanding
Cal/OSHA

Modes of Transmission

Indirect contact

- **Touching a contaminated surface and then rubbing your eyes.**
- **Consumption of food with contaminated hands.**



Understanding
Cal/OSHA

Exposure Control Plan

When an employer has employees who could be "reasonably anticipated", as a result of performing their job duties, to face contact with blood or OPIM, the employer must establish and implement an Exposure Control Plan.



Understanding
Cal/OSHA

Exposure Control Plan

The plan should cover:

- Engineering and work practice controls
- Use of personal protective equipment (PPE)
- Hepatitis B vaccination
- Provide for medical surveillance
- Communication of hazards to employees:
 - Labels and signs
 - Training



Understanding
Cal/OSHA

Exposure Control Plan

The Exposure Control Plan must identify jobs and tasks where occupational exposure to blood or OPIM occurs – *Exposure Determination*.



Understanding
Cal/OSHA

Exposure Determination

The determination requires the employer to identify:

1. A list of job classifications in which all employees have occupational exposure.
2. A list of job classifications in which some employees have occupational exposure.
3. A list of tasks and procedures in which occupational exposure occurs for the list of job classifications in which some employees have occupational exposure.



Understanding
Cal/OSHA

Engineering Controls

Engineering controls reduce employee exposure by either removing the hazard or isolating the worker.

- Self-sheathing needles
- Sharps disposal containers
- Splash Shields
- Biohazard Waste Containers



Understanding
Cal/OSHA

Engineering Controls



Understanding
Cal/OSHA

Work Practice Controls

Work practice controls are methods and procedures utilized to minimize exposure to bloodborne pathogens.

- Universal Precautions
- Housekeeping
- Personal hygiene
- Using mechanical means to pick up broken contaminated glass



Understanding
Cal/OSHA

Universal Precautions

Universal Precautions is an approach in which all human blood and OPIM are treated as if they are infectious with bloodborne pathogens.



Understanding
Cal/OSHA

Housekeeping

Housekeeping involves cleaning and decontamination of the worksite including all environmental surfaces, work surfaces and equipment.

- Frequency of cleaning/decontamination
- Solution/cleaner utilized



Understanding
Cal/OSHA

Housekeeping

- Disinfect with **FRESH 1:10 bleach solution** or another appropriate cleaner (must inactivate HIV and hepatitis virus)
 - Tuberculocidal cleaners may be used
- Gloves and other appropriate PPE should be worn



Understanding
Cal/OSHA

Personal Hygiene

Personal hygiene includes the control of exposure to blood or OPIM through the washing of exposed skin to blood or OPIM by:

- Handwashing facilities should be readily accessible
- Antiseptic towelettes or antiseptic hand cleanser should be available - when needed



Understanding
Cal/OSHA



Understanding
Cal/OSHA

Personal Protective Equipment

Personal Protective Equipment (PPE) are barriers designed to protect employees from workplace injuries or illnesses.

PPE should be used as a last resort option for protection against hazards.



Understanding
Cal/OSHA

Personal Protective Equipment

- Gloves
- Face shields
- Eye protection
- Mouthpieces and resuscitation devices



Understanding
Cal/OSHA

Personal Protective Equipment



Pinch glove at the wrist.
Be careful to only touch
the glove.



Understanding
Cal/OSHA

Personal Protective Equipment



Carefully pull towards your
finger tips. As you pull you
are turning the inside of the
glove outwards.



Understanding
Cal/OSHA

Personal Protective Equipment



To avoid cross-
contamination, continue to
hold the removed glove.

Completely remove your
hand from the glove.



Understanding
Cal/OSHA

Personal Protective Equipment



Slide your finger from your
ungloved hand under the cuff
of the remaining glove.



Understanding
Cal/OSHA

Personal Protective Equipment



Pull the glove outwards and
towards your finger tips. As
you do this, the first glove
will be encased in the
second glove.



Understanding
Cal/OSHA

Personal Protective Equipment



Dispose of the gloves properly.



Understanding
Cal/OSHA

Hepatitis B Vaccination

The hepatitis B vaccination must be made available to all employees at risk of exposure to blood or OPIM free of charge at a reasonable time and place within 10 working days of initial assignment unless:

- Employee has had the vaccination
- Antibody testing reveals immunity



Understanding
Cal/OSHA

Hepatitis B Vaccination

- The vaccination will be provided even if an employee initially declines but later decides to accept.
 - Administered in 3 shots over 6 months
 - Employees who decline the vaccination must sign a declination form



Understanding
Cal/OSHA

Labels and Signs

Labels must be fluorescent orange or orange-red, with lettering and symbols in a contrasting color.

- Warning labels are required on:
 - Containers
 - Contaminated equipment
 - Laundry



Understanding
Cal/OSHA

Labels and Signs

Bags and sharps containers used to contain biohazard waste must also be color-coded and labeled.



Understanding
Cal/OSHA

Information and Training

Training must be provided to employees with occupational exposure to blood or OPIM at the time of initial assignment and annually thereafter.

The training should be interactive, allowing for questions and answers.



Understanding
Cal/OSHA

Sharps

A sharp is any object used or encountered that can be reasonably anticipated to penetrate the skin or any other part of the body.

Sharps include, but are not limited to, needle devices, scalpels, lancets, broken glass and capillary tubes, exposed ends of dental wires and knives.



Understanding
Cal/OSHA

Sharps Injury Log

A Sharps Injury Log is a record of each exposure involving a sharp.

The information recorded on the Log must include the following:

- Date and time of the exposure incident
- Type and brand of sharp involved in the incident
- A description of the exposure incident



Understanding
Cal/OSHA

Sharps Injury Log

Each exposure incident must be recorded on the Sharps Injury Log within 14 days of the date the incident is reported.



Understanding
Cal/OSHA

Recordkeeping

Training Records

- 3 years

Sharps Injury Log

- 5 years



Understanding
Cal/OSHA

HAZARD COMMUNICATION PROGRAM



Understanding
Cal/OSHA

Hazard Communication Program

Employers whose employees may have potential exposure to hazardous materials are required to develop a hazard communication program.



Understanding
Cal/OSHA

Hazard Communication Program

The written program covers the following:

- Hazardous material inventory
- Material safety Data Sheets (MSDS)
- Labeling
- Training



Understanding
Cal/OSHA

What is a Hazardous Material?

A hazardous material is any substance that presents a physical or health hazard.



Understanding
Cal/OSHA

Characteristics of Hazardous Materials

- Toxicity
- Corrosivity
- Flammability
- Reactivity



Understanding
Cal/OSHA

Characteristics of Hazardous Materials

Toxicity

Toxicity is the ability of a material to produce injury.

Key factors in toxicity are:

- Dose
- Duration of exposure
- Concentration of the substance



Understanding
Cal/OSHA

Characteristics of Hazardous Materials

Corrosivity

Corrosivity is the ability of a material to cause visible destruction or irreversible alterations in human tissue at the site of contact, or a liquid having a severe corrosion rate on metal.



Understanding
Cal/OSHA

Characteristics of Hazardous Materials

Flammability

Flammability is the ability of a material to easily catch fire or burn readily.



Understanding
Cal/OSHA

Characteristics of Hazardous Materials

Reactivity

Reactivity is the capacity of materials to undergo violent or abnormal chemical reactions in the presence of air, water, heat or shock.



Understanding
Cal/OSHA

Routes of Entry

- Inhalation
- Ingestion
- Absorption
- Injection



Understanding
Cal/OSHA

Material Safety Data Sheets





Understanding
Cal/OSHA

Material Safety Data Sheets

- Required for each hazardous material used or present onsite.
- Prepared by the manufacturer or importer.
- Each MSDS must be in English and must contain all of the required information as stated in Title 8, California Code of Regulations, §5194.



Understanding
Cal/OSHA

Material Safety Data Sheets

Department Manual of Policy and Procedures, section 3-02/050.25, "Hazardous Substances Information."

Unit Responsibilities

- Material Safety Data Sheets (MSDS) will be housed in a location easily accessible to personnel.
- All Custody facilities will conduct recurrent briefings regarding the hazards of mixing chemical agents.



Understanding
Cal/OSHA

Material Safety Data Sheets

Officer Responsibilities

- It is the responsibility of all personnel who supervise inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.



Understanding
Cal/OSHA

Material Safety Data Sheets

- Product information
- Exposure information (including routes of entry)
- Chemical and physical hazards
- Hazard prevention and personal protection
- Other specific information



Understanding
Cal/OSHA

Material Safety Data Sheets



Understanding
Cal/OSHA

Material Safety Data Sheets

MSDS's can be obtained through:

- Manufacturer
- Warehouse
- Internet

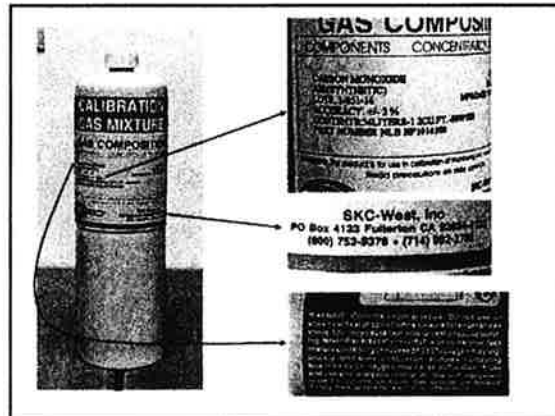


Understanding
Cal/OSHA

Labeling

Manufacturer Labels

- Identity of the hazardous substance(s).
- Appropriate hazard warnings.
- Name and address of the manufacturer, importer, or other responsible party.

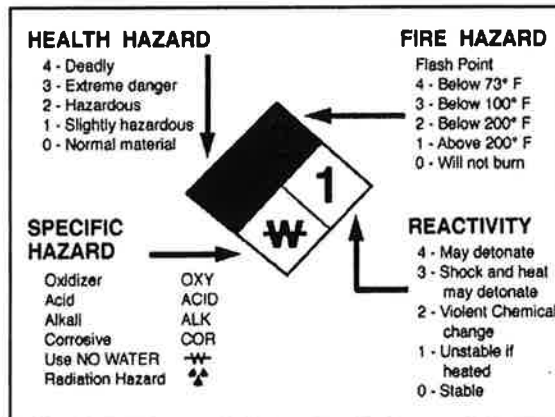


Understanding
Cal/OSHA

Labeling

Internal Labels

- Identity of the hazardous substance(s) contained therein.



Understanding
Cal/OSHA

Labeling





Understanding
Cal/OSHA

RESPIRATORY PROTECTION



Understanding
Cal/OSHA

Respiratory Protection

Air contaminants/hazardous atmospheres come from a variety of sources:

- dusts
- aerosol
- mists
- metal fumes
- evaporated vapors
- released gases
- oxygen-deficient atmospheres



Understanding
Cal/OSHA

Respiratory Protection

- Employee may be exposed to conditions where exposures are above Permissible Exposure Limits (PELs).
- Air testing must be performed to determine exposure levels.



Understanding
Cal/OSHA

Control Methods

Control Methods:

- Engineering Controls
- Administrative Controls
- Personal Protective Equipment (PPE)

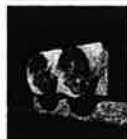


Understanding
Cal/OSHA

Control Methods

Engineering controls eliminate the hazard at the source:

- Exhaust fans
- Hoppers



Understanding
Cal/OSHA

Control Methods





Understanding
Cal/OSHA

Control Methods

Administrative Controls are methods/procedures utilized to minimize exposure:

- Employee rotation
- Material substitution



Understanding
Cal/OSHA

Control Methods



Understanding
Cal/OSHA

Control Methods

PPE

- Air-purifying
- Atmosphere-supplying
- Filtering face-pieces



Understanding
Cal/OSHA

Immediately Dangerous to Life or Health (IDLH)

An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.



Understanding
Cal/OSHA

Immediately Dangerous to Life or Health (IDLH)

IDLH atmospheres include:

- Oxygen deficiency (oxygen content below 19.5% by volume).
- High airborne concentration of contaminant(s).
- Airborne chemical concentration greater than 10% of its lower explosive limit (LEL).



Understanding
Cal/OSHA

Selection of Respirators

The type of respirator/filtering media must be appropriate for the hazards in the workplace.





Understanding Cal/OSHA

TABLE 1.—ASSIGNED PROTECTION FACTORS^a

Type of respirator ^b	Quarter mask	Half mask	Full face-piece	Helmet hood	Escape-hood facepiece
1. Air-Purifying Respirator:					
2. Powered Air-Purifying Respirator (PAPR):					
3. Supplied-Air Respirator (SAR) or Self-Contained Breathing Apparatus (SCBA):					
• Demand mode		10	50		25
• Continuous flow mode		50	1,000		25
• Pressure-demand or other positive-pressure mode		50	1,000		25
4. Self-Contained Breathing Apparatus (SCBA):					
• Demand mode		10	50	50	
• Pressure-demand or other positive-pressure mode, e.g., open-circuit			10,000	10,000	

^aEmployees may select respirators assigned for use at higher workplace concentrations of a hazardous substance for use at lower concentrations, but only if the substance or when required respirator use is independent of concentration.
^bThe assigned protection factors in Table 1 are only effective when the employee implements a continuing effective respirator program as required by the section (29 CFR 1910.134), including training, fit testing, maintenance, and use requirements.
^cThe APF category includes filtering facepieces, and full masks with exhalation bypasses.
^dThe employee must have evidence provided by the respirator manufacturer that testing of these respirators demonstrates performance of at least a protection of 100 or greater in terms of APF of 1,000. The level of performance can best be demonstrated by performing a full-face fit test or equivalent testing. Fit test each testing of other PPEs and full-face respirators are to be treated as loose-fitting face-piece respirators, and receive an APF of 10.
^eThese APFs do not apply to respirators used solely for escape. For escape respirators used in accordance with specific substances covered by 29 CFR 1910.1212, employees must refer to the appropriate substance-specific standards in that subpart. Escape respirators for other ECH atmospheres are specified by 29 CFR 1910.134 (d)(5).



Understanding Cal/OSHA

Respirator Types

- Air-Purifying Respirators (APRs)
- Atmosphere-Supplying Respirators
- Filtering Facepieces



Understanding Cal/OSHA

Air-Purifying Respirators



Tight-fitting respirator
(half mask)



Tight-fitting respirator
(full facepiece)



Understanding Cal/OSHA

Air-Purifying Respirators



Powered air-purifying respirator



Understanding Cal/OSHA

Identification of Filters, Cartridges, and Canisters

Filters, cartridges and canisters must be:

- labeled and color coded with the NIOSH approval label
- marked with manufacturer's name and part number, and an abbreviation to indicate cartridge or filter type (e.g., N95, P100, etc.)



Understanding Cal/OSHA

End-of-Service-Life Indicator (ESLI)

A system that warns the user of the approach of the end of adequate respiratory protection; e.g., the sorbent is approaching saturation or is no longer effective.





Understanding
Cal/OSHA

Air-Purifying Particulate Filters

Nine classes: three levels of filter efficiency, each with three categories of resistance to filter efficiency degradation due to the presence of oil aerosols.

N	R	P
100	100	100
99	99	99
95	95	95

N for Not resistant to oil

R for Resistant to oil

P for oil Proof



Understanding
Cal/OSHA

Atmosphere Supplying Respirator



Atmosphere-supplying



Understanding
Cal/OSHA

Atmosphere Supplying Respirator

A self-contained breathing apparatus (SCBA) is an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.



Understanding
Cal/OSHA

Medical Evaluation

Employees must complete a medical evaluation prior to donning a respirator to ensure they are medically fit to wear the device.



Understanding
Cal/OSHA

Fit Testing

Before an employee uses any respirator with a negative or positive pressure tight-fitting facepiece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used.



Understanding
Cal/OSHA

Fit Testing

Quantitative Fit Test (QNFT): An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.





Understanding
Cal/OSHA

Fit Testing

Qualitative Fit Test (QLFT): A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.



Understanding
Cal/OSHA

User Seal Check

An action conducted by the user to determine if the respirator is properly seated to the face.



Positive Pressure Check



Negative Pressure Check



Understanding
Cal/OSHA

Training and Information

Training must be provided prior to respirator use.



Understanding
Cal/OSHA

Training and Information

Retraining is required annually, and when:

- Changes in the workplace or type of respirator render previous training obsolete.
- There are inadequacies in the employee's knowledge or use.
- Any other situation arises in which retraining appears necessary.



Understanding
Cal/OSHA

Training and Information

Training should cover:

- Why the respirator is necessary
- Limitations/capabilities of the respirator
- How to inspect, put on and remove, use and check the seals
- Maintenance and storage
- Recognition of medical signs and symptoms that may limit or prevent effective use



EXHIBIT 10

M e m o r a n d u m

Date: August 29, 2009

To: Assistant Commissioner, Inspector General

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Southern Division

File No.: 501.15143

Subject: **INDUSTRY BEST PRACTICES - LOS ANGELES POLICE**
DEPARTMENT

On several occasions, Sergeant Denise Joslin, #15143, and Sergeant Jodi Legarra, #14888, met with, and or interviewed over the phone, several representatives from the Los Angeles Police Department (LAPD). The purpose of the meetings was to obtain information about LAPD's Occupational Safety Program in order to determine any existing best practices. The focus specifically included, but was not limited to the following: Point System, Injury and Illness Prevention Program, Cal/OSHA compliance, goal setting, and safety training. The information was obtained from the following LAPD personnel: EVOC Officer-in-Charge, Lieutenant Brian Raffish, Safety Officer Edward Osipian, and Sergeant Joe Jennerson, Central Traffic Division.

IIPP / Cal/OSHA

The City of Los Angeles, Department of Personnel, Occupational Safety and Health Division maintains a general Injury and Illness Prevention Program (IIPP) manual, which is maintained at all LAPD facilities (Exhibit 10-A). Most notable, but not all-inclusive, in the IIPP manual are the following chapters:

- **Notification of Hazards**

Employees are required to immediately report any unsafe work conditions or equipment to a supervisor. Safety Concern Forms are also made available to all employees for reporting workplace hazards. Once completed, the form is routed to the Occupational Safety and Health Division (OSHD) for review. For imminent dangers, employees are required to immediately report the hazard to OSHD, via phone, after mitigation of the hazard. An OSHD safety web-site, e-mail address and direct phone number are available to all employees as a reference for health and safety policies and procedures, or to notify OSHD of workplace hazards. Safety bulletin boards are utilized at each facility to post health and safety information, as well as the annual Cal/OSHA Form 300.

Safety, Service, and Security

- **Facility Inspections**

Informal facility inspections are conducted by supervisors on an as-needed basis. The commander is responsible for conducting an annual formal inspection, utilizing the Department's Facility Inspection Form. Unscheduled inspections may be conducted by the Department's Occupational Safety and Health Division.

- **Specialized Training**

In addition to the initial orientation and subsequent general workplace safety training, the OSHD directs supervisors to ensure employees receive specialized training. The following courses are required, albeit not all inclusive, and are dependent upon specified job duties:

- Respiratory Fit Instruction
- Bloodborne pathogen Exposure
- Workplace Violence
- Emergency Evacuation and Hazard Communication

- **Safety Committee Meetings**

The Department of OSHD chairs quarterly Management Safety Committee meetings. The minutes of the meetings are required to be circulated to all employees. No additional requirements are specified.

- **Workplace Violence**

The OSHD has a "zero tolerance" policy regarding threats or acts of violence in the workplace. Supervisors and employees are encouraged to watch for warning signs that may lead to violent behavior and to report such conduct immediately. Any such behavior, once evaluated and verified by a supervisor or manager, is discussed with the Personnel Director. The direct phone number for the Personnel Director is available for all employees who need to report an imminent non-life threatening incident.

Safety Training

LAPD's Training Division has a Training Safety Manual (Revised May 2008) for implementation of safety policies at all of LAPD's training facilities. The manual applies only to the following facilities:

- Ahmanson Recruit Training Center
- Davis Training Facility
- Elysian Park Academy

The Safety Manual outlines responsibilities for supervisors, instructors, students and civilian employees. The overall goal is to ensure a safe work atmosphere in conjunction with maximizing training benefits (Exhibit 10-B).

Safety Goals

LAPD sets an overall goal to reduce preventable traffic collisions and individual divisions may set more specific goals. However, there is no set goal-reduction system in place, nor are there repercussions if self-set goals are not met by individual divisions. The commanding officer for each division has the responsibility of monitoring collision and injury trends and taking appropriate steps to reduce and or remedy high trends.

Driver's Training

All trainees for officer positions receive initial driver's training while attending LAPD's Academy. Thereafter, there is no required supplemental driver's training, other than the P.O.S.T. mandated "Perishable Skills" training. Supervisor ride-alongs with field officers are not required by policy and are generally not conducted, regardless of whether the officer is assigned as a traffic unit or crime unit. On some rare occasions, a supervisor may do a short ride-along or show up on an officer's traffic stop as part of their required "Quality Service Audits." However, the primary focus is on obtaining citizen feedback from the police officer conduct/contact, rather than a focus on driving performance or training.

Other employees, who are deemed "occasional use operators" do not receive supplemental or specialized driver training.

Point System

On December 1, 2008, LAPD disseminated "Special Order No. 45" regarding new policy for on-duty, preventable traffic collisions (Exhibit 10-C). This policy went into effect on November 5, 2008, and was modeled after the Los Angeles County Sheriff Department's current "Point System." The purpose of this policy implementation seems two-fold: to identify substandard performance quality, which can be remediated, and to "provide accountability for employee traffic accidents." The "Purpose" states, in part:

Other preventable traffic accidents that are the result of ordinary inattention or intentional tactical collisions should not be considered misconduct. This policy generally categorizes preventable traffic accidents resulting from ordinary inattention to be a matter of performance quality to be remediated, not misconduct subject to a Personnel Complaint... Remediation through training provides performance improvement guidance while at the same time offers the employee an opportunity to reduce accrued points.

The Point System Criteria is based upon three levels of preventable traffic collisions, all of which are based upon the severity of injuries, vehicle speed and or vehicle code compliance, vehicle damage sustained, and or a disregard for safety. An employee will receive one point for a Level One collision, which is deemed a minor traffic collision. A moderate collision, with perhaps minor injuries, is assigned a two point value as a Level Two collision. The most severe collision, where a vehicle sustained total damage, a life threatening injury occurred, and or the employee was not in compliance with the Vehicle Code, is labeled Level Three with a four point value. This system is not applicable for collisions involving employee gross negligence, drug/alcohol use, or a reckless disregard for safety. Such incidents are still treated as misconduct and a formal investigation is initiated.


Any points accrued will remain on the employee's record for 36 months, following the date of the collision. If three points accrue within 2 years, the employee must attend a formal standardized driver improvement training course, conducted by the Training Division. Should an employee accrue five points within 36 months, they will be prohibited from driving a city vehicle for 6 months; similarly, eight or more points within the same time frame will result in a one year suspension and reassignment to another geographic division for a one year term.

An employee may reduce their total point count by one point if they attend a non-departmental, formal driver improvement training class, off-duty and at the employee's own expense. This is similar to a traffic school option for civilians and may only be utilized once in a 24 month time frame. An appeals process is also available for all employees wishing to contest the point assessment.

The Traffic Coordination Section of LAPD is responsible for maintaining the collision database, point entries, and any remedial training provided. Monthly reports are generated, as applicable, and routed to the appropriate commanding officer(s). Because the program has been in effect for such a short time period, the effectiveness of the programs has yet to be determined.

Collisions

Prior to the implementation of the Point System, LAPD primarily utilized a Traffic Review Board for collision analysis. The Traffic Review Board would review the collision investigation, make a preventability determination, and recommend disciplinary action, as applicable. Ultimately, the final decision on preventability and or disciplinary action rested with the employee's commander. Disciplinary actions range from a simple admonishment to a more severe penalty, such as suspension. All employee traffic collisions remain part of the employee's permanent personnel record. If the incident involved the use of alcohol/drugs, gross negligence, and or a complete disregard for safety, then termination may be considered. Additionally, the commanding officer could direct the Training Division to provide supplemental driver training for the involved employee.



D. M. JOSLIN
Sergeant

EXHIBIT 10A

DEPARTMENT OF PERSONNEL



INJURY AND ILLNESS PREVENTION PROGRAM

**Prepared by
OCCUPATIONAL SAFETY AND HEALTH
DIVISION**

Revised February 1, 2005

TABLE OF CONTENTS

PAGE

1.0 INTRODUCTION	1
2.0 DEPARTMENT POLICY STATEMENT	1
3.0 SCOPE AND PURPOSE	1
4.0 RESPONSIBILITIES	2
4.1 General Manager	
4.2 Disability Management Coordinator	
4.3 Division Managers and Supervisors	
4.4 Supervisors	
4.5 Employees	
5.0 COMPLIANCE	3
5.1 Manager and Supervisor Compliance	
5.2 Identification of Resources	
5.3 Informing Employees About Compliance	
5.4 Employee Compliance	
6.0 COMMUNICATION	4
6.1 Department Safety Committees	
6.2 Tailgate Meeting	
6.3 Safety Concern Forms	
6.4 Safety Web-Site	
6.5 Safety Bulletins	
6.6 Department Newsletter	
7.0 HAZARD ASSESSMENT	5
7.1 Informal Inspections	
7.2 Scheduled Inspections	
7.3 Unscheduled Inspections	
7.4 Inspections by Outside Agencies	
7.5 Job Safety Analysis	
8.0 HAZARD CORRECTION	6
8.1 General Hazard Control	
8.2 Supervisors Responsibilities	
8.3 Imminent Hazards	
8.4 Exposure to Hazardous Materials	
9.0 ACCIDENT/EXPOSURE INVESTIGATION	7
9.1 Supervisor Documentation	
9.2 Serious Accidents or Injuries	
9.3 Reporting Injuries to Cal/OSHA	
9.4 Accidents Involving Exposures	
9.5 Vehicle Accidents	

9.6 Supervisor Investigation

10.0 TRAINING

8

- 10.1 Types of Training
- 10.2 General Safety Training
- 10.3 Specialized Training
- 10.4 Supervisor Responsibility
- 10.5 Frequency of Training
- 10.6 Documentation and Retention of Records

9

11.0 RECORD KEEPING

10

- 11.1 Vehicle Accidents and Property Damage
- 11.2 Occupational Injury and Illness Reports
- 11.3 Occupational Injury and Illness Information
- 11.4 Employee Exposure Records
- 11.5 Employee Access to Medical Records
- 11.6 Documentation of Safety and Health Activities

12.0 WORKPLACE VIOLENCE

11

- 12.1 Reporting Workplace Violence
- 12.2 Carrying Firearms
- 12.3 Immediate Threats
- 12.4 Restraining Orders
- 12.5 Recognizing Warning Signs
- 12.6 Bomb Threats

APPENDICES

- 1. Code of Safe Practices
- 2. Glossary of Terms

1.0 INTRODUCTION

The Injury and Illness Prevention Program is mandated by California Senate Bill 198 and implemented under the California Code of Regulations, Title 8, Chapter 4, Section 3203, of the General Industry Safety Orders, and Section 1509 of the Construction Safety Orders.

Each City department is required to have its own written Injury and Illness Prevention Program. The program shall cover all employees in all job classifications. The legislation covers all workers who the employer controls, directs or indirectly supervises on the job, to the extent these workers are exposed to the employer's work site and specific job hazards. In addition, volunteer workers and outside contractors are covered under the Injury and Illness Prevention Program.

2.0 DEPARTMENT POLICY STATEMENT

It is the policy of the Department of Personnel to maintain a safe and healthy work environment as is reasonably feasible for all employees. Managers and employees shall comply with all applicable Federal, State and local safety laws and regulations. The Department shall conduct its operations and activities in a safe manner to minimize the risk of injury to employees and the public. No employee will be required to conduct any task which is determined to be unsafe. The immediate responsibility for preventing accidents belongs to each supervisor, as well as each employee. Supervisors and employees are expected to report potential safety hazards without fear of retaliation, and with confidence that safe and healthful conditions and practices will prevail in the workplace. It is the policy of Personnel to identify and minimize potential risks inherent in the operation of various programs, services, facilities, and equipment. The Department recognizes that unaddressed risk may result in injury or illness to employees. Injury to the public or damage to Department property, may result in financial loss and litigation against the Department.

3.0 SCOPE AND PURPOSE

The Department's Injury and Illness Prevention Program involves an ongoing process that includes training supervisors and employees to identify potential risks and eliminate unsafe work practices. The Department communicates its workplace safety procedures through the Injury and Illness Prevention Program. Each division of the Department is responsible for communicating with employees on matters concerning safety and health, including identifying, evaluating and mitigating workplace hazards, investigating injury and illness, and conducting employee training. Successful implementation of the policies and procedures contained in the Injury and Illness Prevention Program involves an ongoing commitment by managers, supervisors, and employees.

4.0 RESPONSIBILITIES

4.1 General Manager

The ultimate responsibility for establishing and maintaining effective policies regarding the health and safety issues specific to the Injury and Illness Prevention Program rests with the Department's General Manager. General policies which govern activities and responsibilities under the Injury and Illness Prevention Program are therefore established under the final authority of the General Manager.

4.2 Disability Management Coordinator

The Disability Management Coordinator is responsible, through the Safety Administrator, for implementing the Department's Injury and Illness Prevention Program. The Safety Administrator shall have the authority to enforce all applicable safety and health regulations as required to comply with the Injury and Illness Prevention Program.

4.3 Division Managers and Supervisors

All managers and supervisors shall be familiar with the Department's Injury and Illness Prevention Program. A copy of the Injury and Illness Prevention Program shall remain at each Department facility and be readily available for review by any employee. Managers and supervisors are responsible for implementing and maintaining the Injury and Illness Prevention Program in the workplace and for informing their employees of all provisions within the Department's Injury and Illness Prevention Program, as well as any safety and health rules or regulations that apply to the job task.

4.4 SUPERVISORS

Supervisors shall take an active, visible role in the implementation of the Department's Injury and Illness Prevention Program. Supervisors shall evaluate the safety performance of employees as part of the employee's annual evaluation (Personnel Department Working Rules 5.5). Supervisors will insure that:

1. All employees are trained from the first day of hire to safely complete their job assignments, and are retrained whenever any new process, procedure, or equipment has been introduced into the workplace.
2. All employees are instructed in and fully understand work procedures and policies before they re-assigned a job task.
3. All employees are provided any personal protective equipment, as well as instructions on the proper use of such equipment necessary to safely carry out their job assignments.
4. Work-sites are inspected regularly, and corrective action is taken whenever hazards are recognized or unsafe acts are observed.
5. Safety meetings are conducted which include in-service training covering various topics relating to safety and health.
6. Written documentation is maintained by supervisors regarding all instruction and training for each employee.

7. Employee Evaluation Reports document any failure to follow safe work procedures or adhere to established Department policies regarding safety and health during the rating period.

8. All accidents are thoroughly investigated and corrective action taken. All accidents are promptly reported to the Department Disability Management Coordinator at (213) 847-9654. In addition any serious accident must be reported to the Occupational Safety and Health Division at (213) 847-9674

4.5 Employees

All employees are responsible for complying with all applicable safety and health regulations, policies, and established work procedures. Employees have an obligation to work in a safe manner and in accordance with all training and instruction received by supervision. Employees are required to:

1. Adhere to all Department safety and health policies and procedures.
2. Familiarize themselves with the Department's written Injury and Illness Prevention Program.
3. Report any unsafe conditions or equipment immediately to their supervisor.
4. Report any job related injuries or accidents to their supervisor immediately.
5. Wear all personal protective safety equipment when instructed to do so by supervision.
6. Only operate equipment or machinery that they have been trained and authorized to operate.
7. Keep work area clean and orderly at all times.

5.0 COMPLIANCE

The Department has a comprehensive Injury and Illness Prevention Program. Each Division within Personnel shall be responsible for implementing the Injury and Illness Prevention Program as outlined. Employees shall adhere to safe and healthy work practices as defined in the Department's Injury and Illness Prevention Program. Employees are required to follow all safety and health laws and regulations that have been established by the California Code of Regulations, Title 8.

5.1 Manager and Supervisor Compliance

Each manager and supervisor shall set a positive example for subordinate employees by working safely and following all safety rules and regulations. Managers and supervisors shall use appropriate discipline such as written or oral warnings, Notices to Correct Deficiencies, suspensions, etc., as defined in the Personnel policy, to ensure that employees follow established safety policies and procedures. Managers and supervisors should also recognize those employees who exemplify good safety practices. Attention to both satisfactory and unsatisfactory safety practices should be recorded when completing an employee's annual Employee Evaluation Report (Personnel Department Policy 33.2).

5.2 Identification of Resources

Each division manager and supervisor shall identify the resources necessary for providing a safe and healthy workplace for employees. These assessments shall be considered when preparing annual budget requests.

5.3 Informing Employees About Compliance

Each manager and supervisor shall ensure that safety regulation are enforced, and all relevant safety and health information has been communicated to their employees, verbally and in writing (e.g., memos, directives, and bulletins).

5.4 Employee Compliance

Each employee shall follow all established laws and regulations including all Department policies, memos, and safety bulletins that apply to safety and health. Employee safety depends to a great extent on the behavior of each individual employee both on and off the job. Employees have an obligation to report all unsafe conditions and practices, and encourage other employees to work safely.

6.0 COMMUNICATION

The Department ensures that employees have the right to be advised of any occupational safety and health hazards in the workplace, as well as any change in work procedures or practices. Employees are encouraged to report safety hazards, request information on unsafe conditions, or make safety suggestions without fear of retaliation. Several methods of communicating safety and health information to employees have been established, and include:

6.1 Department Safety Committees

Safety Committee meetings are held on a quarterly basis. These meetings are attended by supervisors and chaired by the Department Safety and Health Administrator, and cover a variety of safety and health topics, such as accident review, unsafe conditions, training needs, and changes in work practices or procedures. The minutes of Management Safety Committee meetings shall be circulated to employees.

6.3 Safety Concern Form

Safety Concern Forms shall be made available at all Department facilities. Employees should be encouraged by supervisors to use the Safety Concern Form if workplace hazards are discovered. The completed Safety Concern Form shall be sent to the Occupational Safety and Health Division at Mail Stop 391

6.4 Safety Web-Site

The safety web-site is available to all employees as a reference for established safety and health policies and procedures. Employees can contact the Department Safety and Health Administrator through the internet at cholbrook@per.lacity.org to request safety information or notify the Occupational Safety and Health Division of potential hazards.

6.5 Safety Bulletins

Safety Bulletins are used to draw attention to and inform employees about safety and health policies and procedures. Safety Bulletins shall be posted on official bulletin boards where employees report to work.

7.0 HAZARD ASSESSMENT

A safety and health inspection program is essential to reducing unsafe conditions that may expose employees and the public to injuries or property damage. Each supervisor shall ensure that appropriate, systematic safety inspections are conducted periodically.

7.1 Informal Inspections

Managers and supervisors shall complete informal safety inspections daily, weekly, and/or monthly, depending on Cal/OSHA requirements. These informal inspections shall address daily change in the work environment that may cause unsafe conditions.

7.2 Scheduled Inspections

All formal facility safety inspections which are conducted on a schedule shall be completed on the Department's Facility Safety Inspection Form. Formal inspections shall be conducted and signed by management. Formal reports shall be kept in the division or facility inspected, with copies forwarded to the Department's Occupational Safety and Health Division at Mail Stop 391. Formal inspections will be conducted according to the following schedule:

1. Formal facility safety inspections shall be conducted once a year in all division office spaces, and facilities.

7.3 Unscheduled Inspections

Unannounced inspections are conducted by the Department's Occupational Safety and Health Division. These will focus on general facility maintenance, storage and handling of hazardous materials, use of personal protective equipment, and proper operation of machinery. If during the course of these inspections the Department's Occupational Safety and Health Division discovers that equipment being used or a particular job procedure creates an imminent hazard to the health or safety of employees or the public, the Safety Administrator shall stop all work being performed or equipment being operated. A **Danger Tag** shall be affixed to the affected equipment or a written order shall be issued to stop work being performed. Any attempt to continue working, using equipment, or willfully removing any **Danger Tag** without the approval or knowledge of the Safety Administrator can be grounds for disciplinary action against the employee involved.

7.4 Inspections by Outside Agencies

Periodic inspections are conducted by the Division of Occupational Safety and Health (Cal/OSHA) regarding health and safety issues that effect employees. If inspectors from the Division of Occupational Safety and Health arrive at any Department facility, employees are required to immediately contact the Occupational Safety and Health Division at (213) 847-9674 (Refer to Safety Bulletin # 2)

7.5 Job Safety Analysis

A Job Safety Analysis (JSA) is a supervisor's tool to ensure that a job is being performed safely. The JSA will help identify hazardous work situations and procedures. During a job safety analysis, the supervisor needs to consider the purpose of the work, current duties and tasks, and methods and procedures. Analysis of this information may require that a supervisor contact the Department's Occupational Safety and Health Division to determine a proper solution to a particular safety or health problem.

8.0 HAZARD CORRECTION

Hazards that are discovered as a result of periodic inspections or during normal operations shall be corrected promptly. Reports of unsafe conditions by employees or the public shall be investigated promptly by supervisors. The Department recognizes that hazards range from imminent dangers to relatively low risks. A supervisor's corrective actions must include evaluation of the potential hazard and suitable timetables for correction. Procedures for correcting hazards include the following:

8.1 General Hazard Control

Hazards involving the physical conditions of structures, surrounding grounds, or associated equipment shall be reported to the Administrative Services Division. Notification of Building Service Division regarding unsafe conditions is accomplished by telephone or through the use of e-mail.

8.2 Supervisors' Responsibilities

Supervisors are responsible for informing and protecting employees and the public regarding any safety hazards that have been discovered. Unsafe work practices by employees shall be stopped immediately by supervisors. Supervisors are required to instruct employees on proper procedures before work resumes.

8.3 Imminent Hazards

For serious hazards that present an imminent danger to life or limb, immediate action shall be taken to mitigate the hazard. The Department's Occupational Safety and Health Division shall immediately be notified at (213) 847-9674. If the hazard cannot be immediately abated, all personnel shall be removed from the affected area. Access to the area shall be limited until the Occupational Safety and Health Division has arrived and completed an assessment of the hazard.

8.4 Exposure to Hazardous Materials

Exposure to asbestos, lead, mold, or chemicals in the workplace shall be reported immediately to the Department's Occupational Safety and Health Division at (213) 847-9674. Investigations of asbestos, lead mold, or chemical exposure shall be conducted by the Department's Industrial Hygiene Section.

9.0 ACCIDENT/EXPOSURE INVESTIGATION

All injuries or accidents that are job-related shall be reported. Supervisors shall investigate all reported accidents, injuries, occupational illnesses, and near-miss incidents. Supervisors investigating accidents or injuries shall document all information that is gathered during the investigation process. Employees are required to report all injuries or accidents to their supervisor immediately no matter how slight the occurrence. Procedures for reporting and investigating injuries or accidents are as follows:

9.1 Supervisor Documentation

The supervisor must document all interviews with the injured employee(s) and witness(es), examine the workplace for factors associated with the accident, review work procedures and training, determine cause, and take corrective action. Supervisors must ensure that the Employer's Report of Occupational Injury or Illness Form 5020 has been completed. Supervisors must ensure that the employee's Claim for Workers Compensation Benefits Form WC1066 has been completed and given to the injured employee within 24 hours of the incident.

9.2 Serious Accidents or Injuries

Serious accidents, injuries, illness or exposure to hazardous materials that require hospitalization other than observation must be reported to the Department's Occupational Safety and Health Division immediately at (213) 847-9674. Accidents, injuries, or exposures of this severity may require the Department Safety and Health Administrator to convene a special accident or incident investigation panel. The panel may consist of the Department's Assistant General Managers, Division Managers or other appropriate levels of management. A report of the accident investigation including the panel's finding and recommendations will be forwarded to the Department General Manager.

9.3 Reporting Injuries to Cal/OSHA

For accidents that cause death, dismemberment, permanent disfigurement, or that require in-patient hospitalization of an employee, the supervisor must notify the nearest Cal/OSHA District Office within eight (8) hours.

9.4 Accidents Involving Exposures

Any employee exposure to hazardous chemicals, asbestos, or lead must be reported to the Department's Occupational Safety and Health Division immediately at (213) 847-9674.

9.5 Vehicle Accidents

Any employee involved in a vehicle traffic accident involving City or privately owned milage vehicles operated on City business shall report the accident immediately to his/her supervisor and the Police Department for investigation. The employee must remain at the accident location until the police arrive to investigate. The employee must complete the Vehicle Accident Form 88 and attach witness cards.

9.6 Supervisor Investigation of Vehicle Accidents

Supervisors are required to investigate all vehicle accidents involving their employees operating City or privately owned milage vehicles operated on City business. After an investigation has been completed, the supervisor shall review all investigative materials,

determine cause, and make recommendations for any corrective action.

10.0 TRAINING

Effective dissemination of safety information is essential for the success of the Department's Injury and Illness Prevention Program. Training includes general safe work practices as well as specific instruction on control of hazards unique to each employee's job assignment. Supervisors are responsible for much of the safety training related to their subordinate employees.

10.1 Types of Training Methods

The Department uses many types of training methods to communicate safety-related information to employees. Training may vary widely with respect to instructional method, setting, and subject matter. Types of training applicable to all employees include:

1. Classroom instruction, which involves the presentation of general or specific safety information. These classes are taught by Department employees or outside contractors.
2. On-the-job training, in which a small number of employees receive instruction from the supervisor. On-the-job training can also include instruction on how to operate and maintain new equipment by manufacturer representatives.
4. Written instructions or training materials, which include memos, safety bulletins, and policy letters.

10.2 General Safety Training

General safety training refers to instruction which is applicable to all Department employees and not related to specialized trades or procedures. The Department ensures that all new employees shall attend a new hire orientation provided by the Department. New hire orientation shall include the following safety and health subjects:

1. Basic safety training and introduction to the Department's Injury and Illness Prevention Program. Overall review of employees' rights and employer's responsibilities under the California Code of Regulations, Title 8.
2. Instruction on reporting injuries and unsafe conditions, and employees' rights under Workers' Compensation law.

10.3 Specialized Training

Many workplace operations require specialized training or instruction under the California Code of Regulations, Title 8. Before employees can be allowed to perform certain job tasks, supervisors must ensure that the employees have completed required training courses. These specialized training courses include, but are not limited to, **Respiratory**

Fit Instruction, Bloodborne Pathogen Exposure, Workplace Violence, Emergency Evacuation and Hazard Communication.

10.4 Supervisor Responsibility

It is the responsibility of each supervisor to ensure that employees receive general and job-specific safety training for each employee under his/her direct control. Supervisors are required to review employees' compliance with instruction given regarding safety rules, regulations, and policies established by the Department's Injury and Illness Prevention Program. The supervisor must ensure that employees comprehend the training they are provided, ensuring that language barriers and/or literacy difficulties are accommodated. Instruction by supervisors shall include the following subjects:

1. Safe work procedures, personal protective equipment, evacuation and emergency response, hazard communication and identification, and reporting of workplace safety hazards.
2. Protection of employees from hazards specific to their individual job duties.
3. New substances, processes, procedures, or equipment introduced into the workplace that may create new hazards, when new or previously unrecognized hazards are brought to a supervisor's attention.

10.5 Frequency of Training

Department policy requires that employees are provided safety-related instruction upon reporting to work the first day and prior to being assigned a new job task or process for which training has not been previously provided. Supervisors are responsible for providing training whenever a new substance, process, procedure or piece of equipment is introduced into the workplace. Supervisors are required to notify and inform employees when they receive information from the Department's Occupational Safety and Health Division regarding changes in safety and health rules, regulations, or policies. In addition, the Department shall follow all requirements regarding frequency of training established by the California Code of Regulations, Title 8.

10.6 Documentation and Retention of Records

The person performing safety training must ensure that appropriate records are preserved and maintained. All safety training records must include the subject title, name of employee, last four digits of his/her social security number, the date of training and the person who administered the training. The supervisors shall retain all documentation of employee safety training and ensure that a copy has been sent to the Department's Occupational Safety and Health Division at Mail Stop 391. All documentation regarding safety training shall be kept on file at the location where the employee reports to work.

11.0 RECORD KEEPING

Department policies and Cal/OSHA regulations contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and all other activities relevant to the occupational health and safety of the employee.

11.1 Vehicle Accidents and Property Damage

Completed Vehicle Accident Reports (Form 88) along with the accident investigation report and finding of the investigation panel shall be kept on file for 10 years, and shall be stored in the Department's Occupational Safety and Health Division.

11.2 Occupational Injury and Illness Reports

Completed Employer's Report of Occupational Injury or illness (Form 5020) and Employee's Claim for Workers' Compensation Benefits (Form WC10) shall be kept in the confidential personnel files which are stored in the Department's Workers Compensation Division. All records relating to occupational injuries and illness shall be kept for an indefinite period.

11.3 Occupational Injury and Illness Information

Specific information regarding the number and type of occupational injuries and illnesses must be prepared, maintained, and posted as a requirement under the California Code of Regulations, Title 8. Each Department location shall maintain a master log (Cal/OSHA Form No. 300) and summary of occupational injuries and illnesses. Each recordable injury or illness must be recorded on a Cal/OSHA Form No. 301 and preserved and maintained at the employees' reporting work location. Each reporting work location shall complete an annual summary of work related injuries and illnesses (Form No. 300A) for those employees assigned to that location, and post the annual summary in the workplace from February 1 to April 30. All forms and logs of occupational injuries and illnesses must be preserved and maintained for a period of five (5) years.

11.4 Employee Exposure Records

The employee exposure record contains information regarding exposure of employees to toxic substances or harmful physical agents. These records include results of workplace monitoring or measuring of toxic substances or harmful agents which can be absorbed or ingested by employees. These records also include employees' exposures to regulated carcinogens that may be found in the workplace. Exposure records are generated by the City Industrial Hygienist. All documents of exposure and monitoring that are generated by the City Industrial Hygienist are kept with the Department's Occupational Safety and Health Division. All employee exposure records shall be kept on file for a period of thirty (30) years.

11.5 Employee Access to Medical Records

Records of employee work-related medical exams, medical fitness reports, medical analyses and assessments for exposure to harmful agents or substances, including required examinations for respiratory protection and hearing conservation programs, are kept on file by the City Occupational Health Services Division of the Personnel Department. These records must be preserved and maintained for a period of thirty (30) years.

11.6 Documentation of Safety and Health Activities

General documents regarding safety and health issues such as safety concerns and suggestion forms, facility inspections, attendance rosters, and investigations of accidents and potential hazards, and including corrective actions, shall be maintained and preserved in the Occupational Safety and Health Division for a period of ten (10) years.

12.0 WORKPLACE VIOLENCE

Cal/OSHA has classified the circumstances associated with workplace violence into three major types. Type I workplace violence occurs when an individual enters the workplace to specifically commit a criminal act. Type II workplace violence involves an assault or threat by a person who is either the recipient or object of service by the Department. Type III workplace violence consists of an assault by an individual who has some employment related involvement with the Department. The Department is committed to providing a workplace that is free of violence or threats of violence. The Department's position and policy regarding threats or acts of violence in the workplace is one of **zero tolerance**. Management will take appropriate action whenever it determines that an employee has engaged in threats or violent behavior.

12.1 Reporting Workplace Violence

Employees shall report any form of violence or threat of violence (actual or reasonably perceived) involving an employee or occurring in the workplace to the Personnel Director At (213) 847-9654.

12.2 Carrying Firearms

The possession or carrying of an unauthorized firearm of any type is strictly prohibited. Possession includes a firearm inside a parked vehicle on City or Department property.

12.3 Immediate Threats

If a threat is immediate to someone and there is a weapon in view, call 911. If the threat is not life threatening, contact the Personnel Director at (213) 847-9654 and/or place a non-emergency call to the Police Department at 311.

12.4 Restraining Orders

Employees are required to report the existence of any restraining order or any potential violent non work-related situation that could likely result in violence in the workplace to the

12.5 Recognizing Warning Signs

Supervisors or employees should watch for warning signs that can lead to violent behavior. These warning signs can include belligerent or defiant behavior, harassing or threatening language, or indirect threats. Any such behavior should be evaluated, verified, and documented by a manager or supervisor and discussed with the Personnel Director.

12.6 Bomb Threats

Any employee who receives a bomb threat or finds what appears to be a bomb shall immediately call 911. The employee shall also notify the supervisor or contact the Floor Warden if the employee is located in the Personnel Department Building. An employee who discovers a suspected bomb SHALL NOT touch or handle the object, and shall immediately call 911.

APPENDIX 1: Code of Safe Practices

1. All employee shall observe safety rules and regulations as established by the Departments Injury and Illness Prevention Program.
2. Office equipment and furniture shall be arranged as to provide safe access to the work area.
3. Desk and file drawers be kept closed when not in use. Never open more than one file

drawer at a time.

4. Never place electrical, telephone, or computer cords or cables across walkways, aisles, stairways or landing area. Always keep aisles clear of obstructions at all times.

5. Report all unsafe conditions and any injury, no matter how slight, to your supervisor immediately.

6. In the event of fire or other building emergencies evacuate your work space according to the Building Emergency Plan.

7. When lifting objects, lift with your legs, never with your back. Ask for assistance if loads are heavy.

8. Workplace shall be kept free of debris, when materials are stored they should be secured in a manner that will prevent them from tipping over or falling.

9. All emergency exits, fire extinguisher and electrical panels shall be kept free from obstruction at all times.

10. All storage cabinets and file cabinets shall be secured and prevented from tipping over in the event of an earthquake.

APPENDIX 2: Glossary of Terms

Action Level- A pre-designated level of employee exposure to an airborne contamination or other hazard that, when equaled or exceeded, requires that personal monitoring, medical evaluation, or other regulatory provisions be applied. Action levels are specified for a substance by State and Federal Law.

Cal/OSHA- Under the California Department of Labor, Cal/OSHA is the primary State organization that is charged with implementation and enforcement of worker safety and health standards set forth by the California Code of Regulations and Federal Occupational Safety and Health Administration.

Employee Exposure Records- Information, results or records concerning employee exposure to toxic or harmful substances or agents in the workplace. Examples include air sampling results, biological monitoring results (blood test, etc.), inventory or chemical Material Safety Data Sheets (MSDS).

Employee Medical Records- Records concerning the health status of employees made by physicians, nurses, or other health professionals. Examples include results of physical examinations, first aid records, medical complaints, and diagnoses, opinions, and treatment recommended by a physician.

Hazard Priority Classification- A system of categorizing the severity of consequence or probability of injury or damage for identified hazards. This information is used to determine level and speed of corrective action to be taken after a hazard has been identified.

Industrial Hygiene- A specialized area within the field of Occupational Health and Safety. Industrial Hygiene has as its goal the recognition, evaluation, and control of worker exposure to harmful physical or chemical agents or conditions.

Injury and Illness Log- Required by Federal and State regulations, this log documents injuries and illnesses caused by work-related activities that result in lost time, offsite treatment, and restricted work activity.

Industrial Safety Procedures- Specific guidelines for implementing safety regulations and practices in industrial settings. Safety procedures are designed to prevent accidents causing injury and illnesses.

Injury and Illness Prevention Program (IIPP)- Mandated by the California Code of Regulations, Title 8, Section 3203, this program is required of all employers in the State. The purpose is to prevent job-related accidents and illnesses through a written plan to identify, evaluate, and correct unsafe workplace hazards.

Inspections- Periodic audits of the workplace environment, including equipment, chemicals, building structure, documented procedures, records, and employee knowledge of requirements and hazards.

Material Safety Data Sheets (MSDS)- Literature prepared by a chemical product manufacturer that contains hazard and safety information about the product. Information includes ingredients, safety precautions, personal protection requirements, and spill or release response.

Medical Surveillance- A program whereby the health of the workers is monitored through a regularly scheduled and post-incident medical examination. Medical surveillance may be required to determine the suitability of workers to perform a certain type of job.

Personal Protective Equipment (PPE)- Equipment worn or used by workers to protect themselves from exposure to hazardous materials or conditions.

Responsible Person- The individual at a place of employment who has the responsibility and authority to implement the IIPP on behalf of the employer.

Safety Communication- The collective means by which safety information is disseminated to employees.

Supervisors- Employees who have authority to direct the tasks of other employees, and are therefore responsible for the job related environments to which their workers are exposed.

Time-Weighted Average (TWA)- As set forth by State or Federal law, a maximum concentration of a hazardous substance, averaged over an eight-hour day, to which employees may be exposed.

Training- Classroom instruction, job-site safety meeting, on-the-job training and written

materials provided to employees to make them aware of workplace hazards and how to avoid accidents and illnesses.

EXHIBIT 10B

LOS ANGELES POLICE DEPARTMENT TRAINING DIVISION

Training Safety Manual

MAY 2008

**Los Angeles Police Department
Training Division**

Safety Manual

TABLE OF CONTENTS

Chapter 1 – Safety Objectives.....	5
❖ Purpose.....	5
❖ Policy.....	5
❖ Procedures.....	5
Chapter 2 – Los Angeles Police Department Training Facilities.....	6
❖ Ahmanson Recruit Training Center (ARTC)	6
❖ Davis Training Facility (DTF).....	6
❖ Elysian Park Academy (EP).....	6
❖ Offsite Training Facilities.....	7
◦ Los Angeles Harbor Department, Berth.....	7
◦ Harbor Range.....	7
◦ Angeles Range.....	7
◦ Los Alamitos Joint Forces Training Base.....	7
◦ 98 th and Aviation	8
Chapter 3 - Responsibilities	9
❖ Supervisors/Instructors	9
❖ Instructors	10
❖ Students	11
❖ Instructor/Student Ratio	11
Chapter 4 - Safety Rules.....	13
❖ General.....	13
❖ Course Specific.....	13
Chapter 5 - Firearms Training	14
❖ Instructor/Student Ratios.....	16
❖ Facility Guidelines for Firearms Training.....	16
❖ Firearms Safety Rules.....	17
❖ Equipment Guidelines.....	17
❖ Color Coding for Firearms Safety.....	18
❖ Instructor Qualifications.....	19
❖ Regular Basic Course Presentation Guidelines for Recruit Training.....	19
❖ Lead Program Guidelines.....	20

❖ Course Specific Safety Rules.....	20
❖ Firearms Training: Response to Injuries.....	22
Chapter 6 - Tactics Training.....	24
❖ Field Tactics with Inert Weapons Training	24
❖ Safety Guidelines	24
❖ Instructor Student Ratio.....	26
❖ Practical Combat Range (PCR).....	26
❖ Simunition Munitions	27
◦ Instructor Safety Procedures.....	27
❖ Blank Munitions	28
◦ Instructor Safety Procedures	28
❖ Live Fire.....	29
◦ Instructor Safety Procedures.....	29
Chapter 7 - Physical Conditioning and Self Defense Training.....	31
❖ Instructor/Student Ratio	31
❖ Safety Guidelines	31
Chapter 8 - Crowd Management/Mobile Field Force Training.....	33
❖ Instructor/Student Ratio.....	33
❖ Safety Guidelines.....	33
❖ Approved Training Sites.....	34
Chapter 9 - Chemical Agent Training	36
❖ Instructor/Student Ratio.....	36
❖ Facility Guidelines.....	36
❖ Equipment Guidelines.....	37
❖ Instructor Qualifications	37
❖ Presentation Guidelines.....	37
❖ Course Specific Safety Rules.....	38
❖ OC Spray	39
Chapter 10 - Emergency Vehicle Operations Training.....	40
❖ Instructor/Student Ratio.....	40
❖ Safety Guidelines.....	40
❖ Medical Evacuation Plan.....	41
❖ Practical Application Guidelines.....	41
Chapter 11 - Harbor Area All Terrain Vehicle Training.....	42
❖ Instructor/Student Ratio.....	42
❖ Training Site Brief/Pre-exercise check list.....	42
❖ Emergency Services Information.....	43
❖ Medical Evacuation Plan.....	44
❖ Route plan for safety vehicle evacuations.....	44

❖ Safety Inspection and Briefing.....	45
❖ Instructor and Student Responsibilities.....	45

Chapter 12 - Response to Injuries/Illness 46

❖ Initial Response to injury/illness	46
❖ Notification of injury/illness.....	46
◦ Priority of notification.....	46
❖ Reporting injury/illness.....	47
◦ Minor injuries.....	47
◦ Serious injuries.....	47
❖ List of contract healthcare facilities and hospitals in the area.....	48

Chapter 1 - Safety Objectives

Purpose: The purpose of this Safety Manual is to develop and adopt safety policies for all training conducted by the Los Angeles Police Department's (LAPD's) Training Division (TD) at the Ahmanson Recruit Training Center (ARTC), Davis Training Facility (DTF) and the Elysian Park Academy (EP). The safety policies outlined in this manual shall also be incorporated at offsite training facilities used to train Department employees. This Safety Manual is set to establish a safety policy for all training, which will enhance the training staff and students' safety and awareness.

Policy: The Safety Manual outlines specific responsibilities for supervisors, instructors, recruit officers, police officers and civilian employees. Training Division will conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. It shall be the policy of the Los Angeles Police Department to conduct all training in such a manner as to ensure the safety of the instructors and students.

Procedures: The efforts of all personnel involved in training shall be directed toward ensuring a safe atmosphere in which maximum training benefits can be realized and in which all training is done in compliance with Department policies and course specific safety policies. All instructors and students shall be responsible for adhering to all applicable safety guidelines, policies, and approved course outlines and lesson plans. These guidelines and regulations shall be communicated to the students prior to the course.

Chapter 2 Los Angeles Police Department Training Facilities

Training activities for the LAPD occur at three main locations. These locations are dedicated primarily to recruit officers' Regular Basic Course and in-service training. On occasion, training is conducted at offsite locations and the safety procedures outlined within this Safety Manual shall apply.

Ahmanson Recruit Training Center (ARTC)

The ARTC is located at 5651 West Manchester Boulevard in Westchester near the Los Angeles International Airport. The facility is a 171,756 square foot four-story structure situated on approximately 13.6 acres. The ARTC is a mixed-use facility whose primary function is the recruit officers' Regular Basic Course and in-service training. The facility has multiple classrooms, a large gymnasium/mat room, a weight room, an athletic field and an obstacle course that is utilized by the instructors, recruit officers, Department employees and on occasion outside agencies attending Department training. The site has separate male and female locker facilities for recruit officers and instructors. There are adequate restroom facilities and drinking fountains throughout the ARTC. Recruit orientation activities, academic training, physical and self-defense training are done at this facility. The ARTC also contains a police equipment store, a restaurant, vending machines, and a branch of the Los Angeles Police Federal Credit Union.

Davis Training Facility (DTF)

The DTF is located at 12001 Blucher Avenue in Granada Hills, California. It is approximately 27 miles north of the ARTC. The facility's size is approximately 44 acres and contains two target ranges with 24 positions per range and one practical combat range to train tactical decision-making and firearm skills. There are three control towers, one for each range and a situation simulation village for live scenario tactics training, a chemical agent training facility and decontamination areas. The DTF has a driver simulator classroom, audio visual projection rooms, two interactive video-equipped Force Options Simulator (FOS) rooms that provide simulated interactive use of force decision making training and testing, and an on-site maintenance facility to service training vehicles and motorcycles. In addition, this site is used to conduct Motor Officer Training. The facility has a 4.4-mile driver training track surface used for skid recovery, collision avoidance and high speed pursuit training. The facility also has four classrooms, offices, staff and recruit locker rooms, an armory, lunchrooms and restrooms.

Elysian Park Academy (EP)

The EP academy is located at 1880 North Academy Drive in Los Angeles, California and is less than ten minutes from the Civic Center. The facility's size is approximately 21 acres and it contains three shooting ranges, an armory, tactics building, Ammo garage, "Hogan's Alley," Firearms Trailer, and the Law Enforcement Tactical Application Course (LETAC) trailer. The EP academy is the historical training venue for the LAPD. The EP academy's primary usage is in-service training, however, it also serves as a supplemental facility for recruit training. The facility has multiple classrooms, Jack Webb building, the LAPPRAC office, Athletics office, the Police Memorial Foundation, a gymnasium/mat room, weight room, athletic field, obstacle

course, tennis court, swimming pool, Rock Garden, picnic area and chapel. In addition, the EP academy contains a police equipment store, a restaurant, vending machines, and a branch of the Los Angeles Police Federal Credit Union. The site has separate male and female locker facilities and a sufficient amount of restrooms and drinking fountains.

Offsite Training Facilities

There are general safety guidelines that apply to all Department training; therefore, all training sites must be approved prior to conducting the training. Below are several offsite training facilities approved as of January 2008 to conduct Department training to meet specific needs.

❖ Los Angeles Harbor Department, Berth 87 –

This particular training site is located at Cabrillo Beach, 3700 Stephen M. White Drive in San Pedro, California. It is in the Harbor Area in the City of Los Angeles, California. The property is approximately 100 acres and is cared for by the Los Angeles Harbor Department. The lot is paved, has several overhanging lights, beach, picnic area, and a boat launch ramp. A gated chain-linked fence that stands eight feet high secures the property. The site is used to train police officers on the safe operation of all terrain vehicles (ATVs).

❖ Harbor Range -

The Harbor Area Police Pistol Range is located at 2981 North Gaffey Street in San Pedro, California. It is a private shooting range for pistols, shotguns and duty weapons. The property is approximately five acres in size and is predominately used by the LAPD. In addition to the LAPD, the Harbor Range is also used by other police agencies for training and service qualifying. On occasion, the Department utilizes the Harbor Range for recreational purposes including retirements and picnics.

❖ Angeles Shooting Range –

The Angeles Shooting Range is a private shooting complex in the Angeles National Forest. It is located at 12651 Little Tujunga Canyon Road in Lakeview Terrace, California. The Angeles Shooting Range has several Ranges as part of the complex. Their ranges are open to the public and leased to clubs for private training. The LAPD generally uses the Los Angeles Silhouette Club Range for Urban Police Rifle Training. Another range, known as "Eagle's Nest," is generally used by Metropolitan Division to train Metro personnel and other Department entities. Occasionally, Department personnel train on the range known as "Fort Angeles."

❖ Los Alamitos Joint Forces Training Base (LAJFTB) –

The LAJFTB is located at 4522 Saratoga Avenue in the City of Los Alamitos, California. This training site is a 1,400-acre installation area dedicated to providing support and training facilities for military units, and other national, state, and local organizations to include emergency operations. There are 160 buildings occupying approximately 1.5 million square

feet of space. It is a full-service joint military training center including an airfield that meets army standards and state disaster support areas. It houses numerous resources, including but not limited to the Southern California Governor's Office of Emergency Services, Morale Welfare and Recreation (MWR), Personnel Resource Office, swimming pool, eating facilities and over 45 tenant organizations. The LAJFTB is a restricted area that is completely fenced and gated.

For purposes of training, the LAJFTB provides classrooms, distance learning and video teleconferencing center and state-of-the-art training simulators. The Department's Crowd Management and Mobile Field Force Training is conducted at the LAJFTB.

❖ 98TH & Aviation Site

This site is located approximately 1 mile east of LAX. It is comprised of multiple housing units acquired by the City of Los Angeles. These buildings are empty and used by the Department for Recruit Mobile Field Force Training.

Note: For a complete list of offsite training facilities conducting Department training, contact TCU at (213) 485-3161.

Chapter 3 – Responsibilities

Note: For the purposes of the Safety Manual, all training staff/coordinators, instructional staff or facilitators are referred to as “instructors.” All recruits, sworn officers, civilian employees or non-department employees participating in Department training are referred to as “students.”

Supervisors and Instructors

- ❖ The training staff shall be provided with a copy of the Safety Manual and they shall review the specific safety guidelines pertaining to their course of instruction prior to the commencement of their class.
- ❖ Training supervisors responsible for recruit training shall ensure that all recruit officers are provided with a written copy of the general safety policy.
- ❖ The training staff is responsible for providing advance notice to students regarding anticipated physical demands and physical performance expectations.
- ❖ The training staff shall ensure that emergency communications (phone, radio, etc.) are accessible at all training sites.
- ❖ When planning a training event, the training staff shall identify which medical facilities and emergency services are available or subject to call in the event of an emergency or injury and any instructional staff trained in first aid and/or CPR.
- ❖ Restroom facilities and drinking water shall be available at the training site or in the immediate vicinity. If water is not readily available, students must be advised ahead of time so they can bring their own water to the training site.
- ❖ Recruit officers' emergency notification information shall be maintained at the ARTC for the duration of the regular basic course and made available in the event of an emergency situation. The emergency notification information for other LAPD employees and non-Department students receiving in-service training shall be maintained at their respective assigned Areas, specialized divisions, or respective agencies. Non-Department students shall provide training staff with an emergency contact number prior to the commencement of training.
- ❖ Instructors responsible for training shall ensure that when training is conducted away from the academy grounds, students who are known to have allergic reactions to bee stings or have allergies requiring prescription medications have been identified. The instructors shall be made aware of the type of medication that is prescribed and appropriate arrangements are made to ensure the student has access to the medication at all times.

Instructors

- ❖ The primary instructor or designee is responsible for conducting safety inspections of the students, facilities and safety equipment used for training.
- ❖ Instructors shall be aware of environmental factors such as weather or air quality and modify the instruction as necessary.
- ❖ Instructors shall follow and adhere to all safety policies, rules, regulations, ordinances and laws concerning their conduct while interacting with the students.
- ❖ Instructors shall display a concern for safety and a professional demeanor at all times.
- ❖ If any instructors observe conditions which they believe to be unsafe, they shall immediately take action to eliminate or reduce the risk.
 - This action may include, but is not limited to, advising the person who is creating the unsafe condition or notifying others in the immediate area of the danger, suspending training until the unsafe condition is rectified.
 - In addition, an instructor shall notify a supervisor as soon as practicable and document their findings via supervisor log or 15.7.
- ❖ Instructors shall advise all students of their responsibility to report and/or stop an unsafe condition during training. Horseplay, carelessness or unprofessional behavior will not be tolerated.
- ❖ Instructors shall follow expanded course outlines as submitted to and approved by Commission on Peace Officer Standards and Training (POST). These are available from Police Training & Education.
- ❖ Instructors shall adhere to their lesson plans as approved by the LAPD. These are available from Police Training & Education.
- ❖ Specific safety rules are incorporated into lesson plans. Copies of safety rules should be distributed to the students when available as part of the course handouts.
- ❖ The primary instructor or designee shall verbally advise students of the specific safety policy at the beginning of each instructional block, either orally or in writing.
- ❖ Instructors shall also advise the students of proper reporting procedures concerning duty-related injuries.

Students

- ❖ Students shall immediately notify the instructor of any known preexisting or existing medical condition which is likely to be aggravated during training or to affect their performance during training.
- ❖ A student shall be excluded from training when doubt exists as to the student's medical fitness, unless evidence of medical or physical fitness is provided.
- ❖ Students may be required to provide medical documentation if the instructor questions their ability to continue with training.
- ❖ Students must immediately notify the instructor of any injury sustained during training.
- ❖ Students are responsible for adhering to all safety requirements while attending the training. Students shall immediately notify an instructor of any unsafe or potentially unsafe training equipment or condition.
- ❖ If a student observes any conditions that he/she believes to be unsafe, the student shall immediately take action to reduce the risk.
 - This action may include, but is not limited to, advising the person who is creating the unsafe condition, or notifying others in the immediate area of the danger.
 - In addition, the student shall notify an instructor, the class coordinator/facilitator, or a supervisor, as soon as practical.

Instructor/Student Ratio

Instructor to student ratios for each psychomotor skill area have been established. Factors considered in establishing these ratios include but were not limited to:

- ❖ The intensity of the training experience
- ❖ The student familiarity with the material
- ❖ Characteristics of the training site
- ❖ Injury potential
- ❖ Active versus passive participation
- ❖ The number of students involved in training

Instructor to student ratios for psychomotor skills are located on the following pages:

- ❖ Firearms – page 16

- ❖ Tactics – page 26
- ❖ Physical Conditioning – page 31

For the purposes of establishing an instructor/student ratio, the following personnel are responsible to exert functional supervision over instructor/student ratios.

- ❖ All TD instructors
- ❖ Recruit Class Coordinators (Police Officers III)
- ❖ Director: Commanding Officer of Training Division
- ❖ Assistant Director: Commanding Officer of Recruit Training
- ❖ Coordinators: Academy Training Sections, Officers in Charge: Lieutenant II
- ❖ TD, Assistant Coordinators: Senior Management Analyst(s)
- ❖ TD, Unit Officers in Charge: Sergeant II
- ❖ All Department Instructors including scenario role players shall adhere to the instructor to student ratio requirements set by Training Division.

Note: The specific ratios used to conduct quality training are identified within each course specific training. Reassessment of the instructor to student ratio will be conducted when curriculum changes are proposed or when course structure is otherwise modified.

Chapter 4: Safety Rules

General

General safety rules within the Safety Manual are set up to encompass various training facilities conducting Department training. These safety rules place emphasis on quality training in a safe atmosphere and environment. On occasion, the general safety rules overlap course-specific safety policies and procedures to ensure the safety of instructors and students alike.

The Los Angeles Police Department's Injury and Illness Prevention Program (IIPP) prepared by Medical Liaison Section, Personnel Division¹, outlines general safety guidelines for the Department.

Course Specific

Specific safety policies and procedures for individual subject areas are also outlined in this Safety Manual. Specific rules vary due to difference in subject matter, tasks to be performed, and the particular training environment or site.

Reference has been made to the following resource in developing this policy: POST Guidelines for Student Safety in Certified Course, California Commission on Peace Officer Standards and Training, 1990, revised February 2007.²

Specific safety policies for individual subject areas are addressed in the following Chapters of this Safety Manual.

Chapter 5: Firearms Training

Chapter 6: Tactics Training

Chapter 7: Physical Conditioning Training

Chapter 8: Crowd Management/Mobile Field Force Training

Chapter 9: Chemical Agent Training

Chapter 10: Emergency Vehicle Operations Training

Chapter 11: Harbor Area All Terrain Vehicle Training

¹ Medical Liaison Section, Personnel Division can be reached at (213) 485-4087

² Guidelines for Student Safety in Certified Course, http://www.post.ca.gov/training/tps_bureau/student_safety_guide2default.asp

Chapter 2 Firearms Training

Most recruit and in-service officer firearms training is conducted at the Davis Training Facility and Elysian Park Academy under the supervision of trained firearm instructors. The purpose of these facilities is to provide a location for firearms training, which requires the greatest margin of safety for all persons using the range and any person in the immediate facility. The use of these ranges requires approval by the Firearms and Tactics Section OIC.

There are three ranges at the Davis Training Facility.

- ❖ Range A and Range B are used primarily by the Firearms and Tactics Section and in-service officers' handgun and shotgun training and monthly qualification.
- ❖ The Tactics Unit uses Range C, which is the Practical Combat Range for tactical movement and shooting.
 - The three ranges are covered, concrete floor ranges with 24 shooting positions per range.
 - The minimum and maximum shooting distances for the ranges are three to 25 yards.
 - Each shooting lane has covered postholes with removable caps where shooting barricades can be placed for training.
 - The Practical Combat Range (Range C) has a temporary open top structure that contains four rooms and there are 16 lanes that remain open for training flexibility.
- ❖ All ranges have "Action Target" bullet traps that can contain impacts of high power rifle bullets and shotgun slugs.
 - They incorporate a sophisticated dust collection system to control lead contamination.
 - The ranges have an air driven target system with two targets per shooting lane.
 - The turning system is fully computer programmable.
 - Each range has a "running man" target frame.
- ❖ There is a target repair area, restrooms, and a storage warehouse incorporated into the building which houses the three ranges.
- ❖ The facility classrooms are of various sizes.
 - Two classrooms will accommodate 42 students in stadium type seating; the other two classrooms have tables and portable chairs.
 - One classroom can accommodate 80 students and the other classroom can accommodate 60 students.
 - The classrooms are equipped with teaching and learning aides (television, videocassette recorder, projector, dry-erase board, etc.).

There are four ranges at the Elysian Park Academy. The Firearms and Tactics Section oversee the Shotgun, Bonus, Combat and the Practical Combat Ranges.

- ❖ The Shotgun Range is primarily used for recruit/in-service training and shotgun qualification. It has 20 lanes and the shooting distance from the target is between five and 12 yards. Most of the 12-yard line is covered, however, the remainder of the range is open to the elements.
- ❖ The Bonus Range is used for recruit/in-service training and Bonus qualification (medals) shooting. It has 20 lanes and the shooting distance from the target is between three and 25 yards. The 25-yard line is covered and the remainder of the range is open to the elements. The Bonus Range has post holes on the 17 yard line for removable barricades.
- ❖ The Combat Range is used for recruit/in-service training and qualification purposes. It has 12 lanes and the shooting distance from the target is between seven and 17 yards. The entire range is open to the elements. On the seven-yard line the lanes are seven feet wide, at the 17-yard line the lanes are four feet wide. The lanes on the Combat range converge when moving further away from the targets.
- ❖ The Practical Combat Range (PCR) is primarily used for tactical firearms training. It is designed primarily for one shooter at a time. It has simulated buildings, moving target systems and falling (knock down) steel plate targets. The shooting distances from the targets are between one and 40 yards.

The Bonus, Combat and PCR ranges have a granulated rubber bullet trap system. They are rated for pistol and shotgun birdshot/buckshot projectiles. Only five lanes on the Bonus range are rated for high power (rifle or shotgun slug) projectiles.

The Shotgun range has water bullet traps with an angled steel plate to deflect projectiles into the water. It is rated for pistol and shotgun birdshot/buckshot projectiles. It is not rated for high power (rifle or shotgun slug) projectiles.

- ❖ Each range has a pneumatic target system with two turning targets per shooting lane.
 - A computer program controls the target system.
 - The bonus range has an additional hydraulic system to raise and lower the targets for changing by the target repair crew.
- ❖ Every range has a PA system and lighting for illumination during hours of darkness a covered target repair area, restroom facilities near all ranges and classrooms that vary in size.
- ❖ In addition to on the range storage, there are several storage locations for ammunition.
 - A garage storage area located between the Bonus and Shotgun ranges.
 - A closet storage area located between the Bonus range and the rock garden.

Instructor/Student ratios

- ❖ In all firearm courses conducted by Department personnel, regardless of location, the instructor to student ratio on the line shall be:
 - Static Line, Live-Fire (daytime): 1 to 5
 - Static Line, Live-Fire (nighttime): 1 to 5
 - Reactive Fire (Tactical and Moving Course): 1 to 1

Facility Guidelines For Firearms Training

Any facility used for live-fire firearms training shall have an adequate bullet impact area to provide a reasonable level of safety from all aimed, strayed and ricocheted shots.

- ❖ The facility shall have a reasonable contained perimeter designated by means of warning signs and fencing to prevent unauthorized entry.
 - All persons in the vicinity of the facility should be made aware of the live-fire shooting activities occurring.
 - Signs shall be posted conspicuously, and far enough away from the shooting area, to provide a wide safety margin.
 - There shall be a 'safe area' designated to accommodate persons not directly engaged in shooting, including areas for cleaning, unloading and loading weapons with ammunition.
 - These areas shall be clearly identifiable to students.
 - Loading barrels or other appropriate devices shall be made available for safe unloading/loading.
- ❖ There shall be a public address system capable of clearly transmitting instruction to all personnel on the range.
 - This system should be sufficient enough to stop action and ensure that verbal commands are clearly understood by shooters on the firing line and the staging areas.
- ❖ Range facilities and bullet impact areas shall be inspected daily for apparent hazards.
 - Such inspection shall be conducted prior to the beginning of each shooting session and upon return to the facility following a break in training.
- ❖ Adequate lighting shall be provided at the site of any nighttime firearms training.
 - Lighting equipment shall be capable of illuminating the range staging area and any point on the range where an emergency could occur.
- ❖ All reactive targets, props and sets used in tactical shooting exercises shall be constructed in such a manner as to minimize the danger created by ricochets and bullet splashback.

- Any rounds fired must enter a safety impact area.
 - Indoor areas must have ventilation fans.
 - Ranges with special ventilation systems used for dust collection must be activated during live-fire training to reduce the level of contaminants on the range.
 - Department Range floors and the pit areas must be cleaned on a regular basis with a special vacuum cleaner and/or washed down with water.
- ❖ Weather condition shall be considered with regard to the need to provide shaded area, shelter or protective clothing.

Note: Range condition can change on a daily basis. Problems can be created by weather, intrusion of animals or faulty or worn out equipment.

Firearms Safety Rules

1. All guns are always loaded.
 2. Never allow the muzzle to cover anything you are not willing to shoot.
 3. Keep your finger off the trigger until your sights are aligned on target and you intend to shoot.
 4. Be sure of your target. (Also consider the background behind the target.)
- ❖ Officers shall be given a general orientation to any live-fire tactical shooting course prior to the actual training.
- ❖ The Training Division general safety policy shall be reviewed prior to the application phase of any training.
- ❖ Officers shall be instructed to wash their hands and faces thoroughly after shooting to remove any lead particles or other debris deposited as a result of firearm discharges:
- This should be done prior to eating or drinking.
 - The long term potential health hazard associated with lead contamination should be emphasized.

Equipment Guidelines

- ❖ Protective eyewear and ear protection (American National Standards Institute [ANSI] approved) shall be worn if blanks or live-fire rounds are used during a practical application or during any demonstration by instructors, students & observers.
- ❖ Students and instructors shall wear soft body armor when firing a tactical shooting course.
- ❖ Extra protective equipment shall be on hand for use by visitors.

- ❖ All persons on a range, whether students, instructors, or visitors, shall wear protective equipment and shall follow the instructions of the rangemaster during live-fire exercises.
- ❖ Clothing and footwear appropriate to the course of fire and terrain of the range shall be worn.
- ❖ Clothing shall cover areas that could be skinned, cut or burned in any of the positions the shooter is expected to assume.
- ❖ Tank tops, low-neck shirts and similar clothing shall not be permitted.
- ❖ Shoes shall completely cover the toes and be suitable for training and running.
- ❖ Each handgun shooter shall use a holster that is compatible with the type of handgun that will be used on the range.
 - All students shall have the means to safely secure their handguns when not engaged in shooting.
 - An exception to this guideline, however, may be appropriate for undercover officers who are required to conceal an un-holstered handgun on their person.

Note: For additional guidelines, refer to LAPD Department Manual, Section 3/610.90.

- ❖ Every firearm shall be subject to inspection and approved for use by the instructional staff prior to use on the range.
 - A safety check of firearms shall be conducted prior to and following any break in training or whenever instructors or students have been allowed to leave the training site, to ensure the firearms are either loaded or unloaded based on training needs.
- ❖ The instructional staff on the range shall be easily identifiable either by the use of distinctive clothing, headgear or armbands.
- ❖ Fully functioning firearms can only be used on the ranges. Inert or 'Dummy' firearms are used for all other demonstrations and hands on training.

Color-Coding for Firearm Safety

- ❖ All firearms are color-coded so that they can immediately be identified for their specific use.
 - Less-lethal weapons are **green**.
 - Simmunition weapons are **blue**.
 - Weapons converted to fire blanks are **yellow**.
 - Inert or "dummy" guns are **orange or red**.
 - Live weapons have **black** or **wood** grips.

- ❖ All firearms used by Department personnel during firearms training must meet the Department's standards.
- ❖ To ensure that personnel injured during training receive prompt medical aid, a first aid kit is located on each Department range and must be available during training.
 - The first aid kit shall include compresses and specific materials suitable to control bleeding, emergency treatment of gunshot wounds, and snake bite/bee sting injuries.
 - A trauma kit is located in the armory for major emergencies occurring at the Elysian Park or Davis Training Facilities.
 - Instructors using approved off-site training facilities must ensure that a first aid kit is readily accessible during training.

Instructor Qualifications

- ❖ Each Firearms instructor must complete the POST-certified 40-hour Handgun Instructor Training School and the POST-certified Instructor Development Course before they are allowed to provide instruction to students.
- ❖ To provide shotgun instruction, each instructor must also complete the 40-hour POST-certified Shotgun Instructor Training School.
- ❖ Instructors shall have received previous training in the particular firearm or firearms used in training.
 - If training with a specific firearm is unavailable, the manufacturer's orientation may serve to meet this requirement. Questions regarding this should be directed to the OIC of the Firearms and Tactics Section, TD.
 - Instructors are encouraged to further their knowledge of weapons by attending periodic updates and manufacturers' courses of instruction.

Regular Basic Course Presentation Guidelines for Recruit Training

- ❖ Recruit officers are provided a copy of the Recruit Firearm Manual, which includes firearm safety, range safety rules and home firearm safety.
 - At the beginning of each live-fire training session, and before any new shooting drills, instructors shall provide demonstrations or other instruction to orient recruit officers and to prevent confusion.
 - Rangemasters and instructional staff shall review and demonstrate the procedures for handling firearm malfunctions, ammunition failures, and other unusual occurrences immediately before recruit officers begin their training.

Lead Program Guidelines

- Recruit officers are advised verbally and in writing at the start of the Academy regarding potential lead exposure hazards on the shooting range.
- During classroom lectures, recruit officers are advised to wash their hands after shooting and prior to eating or drinking.
- There is no eating or smoking on the range.
- Recruit officers are advised during classroom lecture that lead contamination is a danger and they should avoid contact with family members prior to a shower, shampoo and change of clothing.
- All persons involved in range maintenance shall be made aware of the dangers of working in a contaminated environment.
- When possible, recruit training is conducted with lead-free, nontoxic ammunition to reduce the danger of lead contamination.
- The range staff has blood tests every year to monitor lead levels and hearing tests to determine possible hearing loss.
- Expended bullets are collected from the bullet traps by contracted lead removal personnel wearing protective clothing and respirators, and they are collected and stored in sealed 55 gallon barrels for recycling.
- Protective gloves and masks shall be worn and protective clothing laundered/disposed of, after the maintenance laborers have completed their duties.
- Maintenance laborers are advised about showering prior to dressing in uncontaminated clothing.
- Pregnant women are discouraged from shooting due to the potential exposure to lead contamination and its association with birth defects.

Course Specific Safety Rules

- ❖ Every student shall wear eye and ear protection while engaged in live-fire exercises or while in the immediate vicinity of the range.
 - Recruit officers are required to memorize the four basic firearm safety rules and be familiar with all range safety rules.
 - Both sets of rules are contained in their Recruit Firearm Manual, which they receive at the beginning of their firearms training.
 - General range safety rules shall be posted and reemphasized to recruit officers prior to range training.
- ❖ All personnel, instructors, students, and other staff members are responsible for firearm and range safety.
- ❖ Students are advised from the start of training that they are responsible for firearm and range safety, and they must be proactive toward safety at all time.
 - Students shall be instructed to always know the condition of their firearm.

- Students shall be instructed to keep their trigger finger outside the firearm's trigger guard until their sights are aligned on target and they intend to shoot.
- ❖ A safety check of firearms shall be initiated before and following any break in training or whenever students have been allowed to leave the training site.
 - All firearms shall remain holstered until an officer is ordered to draw them by an instructor.
 - No handguns shall be out of the holster when anyone is down range.
 - Handguns are pointed down the range at all times when unholstered.
- ❖ Every firearm shall be subject to a basic safety inspection and approved for use by the Firearms instructional staff prior to use on the range.
 - Recruit officers are not allowed to have live ammunition when they are not on the range and engaged in live-fire exercise.
 - Recruit officers are reminded to unload their magazines, inspect and secure them before leaving the range.
 - Recruit officers are not permitted to have a magazine in their handgun unless they are on the range and engaged in firearm training.
- ❖ Live-fire training shall not be conducted without the presence, approval and supervision of a firearm instructor.
 - Recruit officers shall not talk on the firing line, except to the range instructor.
 - Recruit officers are instructed to maintain their position on the firing line unless told to move by an instructor.
 - If a student has a problem, the student should not turn around, rather raise their hand and a range instructor will come to them.
 - Students should avoid anticipating commands.
 - If a student is not clear about a command, they should raise their hand and the command will be repeated.
 - When there is a malfunction that cannot be cleared, students should immediately notify the instructor by raising their free hand, while the primary (firearm) hand points the firearm down range.
- ❖ All injuries shall be immediately reported to an instructor.
- ❖ Range specific safety rules
 - All firearms training will be supervised by someone in authority.
 - To ensure that personnel injured during training receive prompt medical aid, a first aid kit is located on each range and must be available during training.

Firearms Training: Response to Injuries

In the event of serious injury, the following actions shall be taken as necessary:

- ❖ Have all personnel safely holster their weapons.
 - Do not unload any weapons
 - Secure and retain the involved officer's weapon for the investigators
- ❖ Render first aid
 - Check the airway, breathing, and circulation if unconscious
 - Control any bleeding
 - Treat to prevent shock
 - Stabilize and wait for paramedics
- ❖ Request a Fire Department Rescue Ambulance using a telephone in the range office.
- ❖ Give directions to the specific range.
 - The Fire Department dispatch number is (213) 485-6185.
 - The phone number is also located directly above the range telephone.
- ❖ Send an instructor to the front gate/guard shack to direct the ambulance.
- ❖ Maintain an open telephone line for emergency communication.
- ❖ Clear the range of all unnecessary personnel.
- ❖ Obtain names and information of witnesses.
- ❖ Make notifications for any injuries requiring medical attention.
 - Maintain a log of notifications
 - Training or Class Coordinator
 - Officer in Charge, Firearms and Tactics Section at Elysian Park or Davis Training Facility
 - Commanding Officer, Training Division and/or
 - Commanding Officer, Continuing Education, Training Division
 - Commanding Officer, Training Group
 - RACR Division if appropriate, (213) 978-6500
- ❖ The Primary Instructor/Supervisor will ensure that the necessary Workers' Compensation (Form 5020) and other reports are completed in a timely manner.
- ❖ The following hospitals are the preferred hospitals for the corresponding training site:

Davis Training Facility:

Providence Holy Cross Medical Center

15031 Rinaldi Street
Mission Hills, CA 91345
Phone: (818) 365-8051
Emergency Room Extension: 84540

Elysian Park Academy:

Glendale Adventist Medical Center

1509 Wilson Terrace
Glendale, CA 91206
Phone: (818) 409-8000

Chapter 6: Tactics Training

Field Tactics with Inert Weapons Training

The intent of these guidelines is to promote student and staff safety awareness in areas involving psychomotor skills training and to reduce the potential risk of injury.

All instructors are responsible for adhering to all applicable safety guidelines, policies and approved course lesson plans. A copy of these guidelines will be given to each student and instructor prior to the course.

Safety Guidelines

- ❖ An inspection shall be conducted prior to training to ensure no live weapons (firearms, ammunition) are in the training area.
- ❖ Anyone participating in the training, whether student, observer, or instructor, has the authority to "STOP" the exercise if they observe an unsafe act or condition that may cause imminent injury or death and/or damage to the facilities.
- ❖ Remind students that during Practical Application Training: the following is not allowed in the training area.
 - No live weapons or ammunition are allowed
 - No OC spray
 - No batons (expandable, collapsible or side handle) are allowed other than a training baton.
- ❖ All safety rules for Live-Fire, Blank Guns, and Simunitions will be adhered to and briefed prior to any and all scenario based training.
- ❖ The purpose of inert weapons is to use a safe weapons system to conduct scenario based training. Thus you can point inert weapons at each other, however if the scenario is over and the training is suspended for the debrief, inert weapons fall into the same category as any live weapon. Therefore with the exception of active scenario training all firearms safety rules apply to inert weapons.
- ❖ All scenario-based training will be conducted in the Situation Simulation Village, also known as "Sit-Sim Village" or a place previously designated by the Officer-in-Charge, Tactics Unit, or the supervisor in charge of the training site.
- ❖ Students shall immediately notify an instructor(s) or the training staff of an injury sustained during training, and use the following steps in the event of a serious injury:
 - Render first aid and obtain appropriate medical assistance.
 - Transport to the local hospital for all minor injuries.

- Notify the Fire Department rescue ambulance (213-485-6185) via telephone, cellular phone, or police radio in the case of a serious injury.
- Give specific directions to the location of the incident.
- In case of a serious injury, all IIPP notifications and protocols shall be followed.
- At each training location, there is a notebook located in the Training Unit office that also contains the emergency plan that is in place.
- The supervisor will ensure that the necessary Worker's Compensation forms (PDAS 43), Employee Injury (Form 5020) and other reports (Employee Notification Form 15.7) are completed in a timely manner.

NOTE: Students participating in scenario training shall be required to be on full duty status. Light duty personnel may attend the lecture portion of training only and observe the scenario training.

- ❖ A pre-training inspection shall be conducted to ensure that students have the appropriate clothing and equipment.
- ❖ This inspection will also provide an opportunity to check for the presence of watches, rings, necklaces, earrings and other jewelry, which may cause injury.
- ❖ Clothing worn for physical training should allow for flexibility of movement.
- ❖ Students wearing glasses should use shatter resistant lenses and eyeglass retainers (or remove them if possible).
- ❖ Inert training weapons shall be used.
- ❖ A safety check of all weapons used in scenario training shall be conducted not only prior to training, but also following any break in training, or when students or role players have been allowed to leave the training site.
- ❖ The training site shall be inspected for hazards prior to each use and safety personnel shall be positioned along the course.
- ❖ Instructors shall maintain an appropriate level of discipline over students at all times.
- ❖ These rules are written with the intent that scenarios are conducted in Situation Simulation Village, but are to be enforced during all scenario based training regardless of the location. It is the intent of these rules to give safety first guidelines to the instructor and students to ensure everyone's safety during scenario based training.
- ❖ No live-fire weapons, magazines or live ammunition are allowed in the training area. Only individuals assigned to the sole task of "cover officer" are permitted to carry a Live Weapon, NO EXCEPTIONS.

- ❖ Instructors and students will not mix their training weapons, “One person, One training system.” Instructors may use a blank gun while the class uses an inert weapon, but the individual may not possess both at the same time, (i.e.: Instructors who have a “Blank Gun” and an Inert Gun on them at the same time is strictly prohibited).
- ❖ Instructors shall not have a live-fire weapon and a training weapon while at any training facility. If officers are transporting training weapons while armed with a live-fire weapon, the training weapons should be in a case or box, but at a minimum, on the side opposite the instructor primary shooting side to avoid confusing the two types of weapons.

Instructor/Student Ratio

- ❖ Individual live-fire movements, student/instructor ratio shall be 1 to 1.
- ❖ All other live-fire exercises, student/instructor ratio shall be 5 to 1.

Practical Combat Range (PCR), Davis Training Facility

- ❖ Only Department approved firearms are allowed on the range; all other firearms shall be stored outside of the training area, or in the student’s vehicle, or in a designated safe area.
- ❖ Only Department approved ammunition is permitted on the range.
- ❖ No rifle shall be used on the range, without prior approval of the OIC, Tactics Unit or Firearms and Tactics Section.
- ❖ No shotguns shall be used on the range without prior approval of the OIC, Tactics Unit.
- ❖ All weapons and magazines shall be cleared and inspected prior to the start of training.
- ❖ All ammunition, duty and frangible, shall be signed out from the Armory and with prior approval from the OIC, Tactics Unit or Firearms and Tactics Section.
- ❖ Only frangible ammunition shall be used on metal target.
- ❖ All persons on the range, regardless of involvement, shall wear body armor, eye protection, and hearing protection during all training.
- ❖ All instructors shall ensure that involved students stay within the red safety line boundary during the training.
- ❖ A tactics instructor assigned to the Tactics Unit shall be present during the use of the practical combat range, with the exception of prior approval of Firearms/Tactics Section, OIC.

- ❖ A range safety officer shall be present at all times on the PCR during live-fire (this officer shall be identifiable and approved by OIC Tactics Unit).
- ❖ A first aid kit shall be available on all ranges.
- ❖ The four basic safety rules shall be followed at all times!

Simunition Munitions

Simunition Munitions have the potential to cause serious injuring if improperly used. Tactics Unit personnel shall ensure that all the safety rules are followed when simunition is used during training scenarios.

Instructor Safety Procedures

- ❖ No live weapons in sit-sims village unless possessed by the designated "cover officer".
- ❖ The Four Basic Firearms Safety Rules apply to simunition training, see page 14.
- ❖ Helmet, vest, throat and groin protection is mandatory. Gloves are optional.
- ❖ Recruits shall wear sweatshirts during training scenarios. In-service shall wear long sleeve clothing.
- ❖ All weapons and equipment shall be issued and collected by Tactics Unit personnel only.
- ❖ F/X weapons and magazines shall be loaded with a maximum of seven rounds per magazine.
- ❖ All equipment shall be inspected for defects prior to training. Any defects noted shall be communicated to Tactics Unit personnel.
- ❖ Only ammunition marked "simunition FX marking round" shall be used.
- ❖ Firing simunition at the back of the head is prohibited. Firing at the helmet should be avoided.
- ❖ Firing simunition at one another within five feet is prohibited.
- ❖ During a training scenario, personnel shall not remove any protective gear (i.e. Cleaning face shield by removing helmet).
- ❖ Officers not directly involved in the training shall not become involved in the scenario unless directed to do so by the primary instructor.
- ❖ Do not chamber a round into your weapon until directed to do so by a tactics instructor.

- ❖ No “horseplay” will be tolerated.
- ❖ All weapons, equipment and buildings used during training shall be cleaned prior to end of watch.

Blank Munitions

Blank Munitions have the potential to cause serious bodily injury or death if improperly used. While blank rounds do not have a projectile, gases, un-expended power and other debris may be propelled by the blast of the blank. Tactics Unit (TU) personnel shall ensure that all safety rules are strictly followed if blanks are to be used in a scenario. Additionally, only approved scenarios authorizing the use of blanks shall be used. Impromptu scenarios using blanks are strictly prohibited.

Instructor Safety Procedures

- ❖ Instructors intending to utilize blanks shall:
 - Ensure that no live-firearms are present during training scenarios.
 - Remember, any “certified primary tactics instructor” can check out (Department armory) and use a blank weapon.
 - Remember a “certified instructor” may also check out and use these items but must first be signed off on their safety rules and have the OIC or the AOIC of the Tactics Unit approval.
 - Personally inspect all blank rounds to ensure they are authorized and to ensure that no live ammunition is present.
 - Personally inspect all firearms to be used to fire blanks to ensure they are properly altered and marked for blank use only.
 - Ensure only TU personnel shall handle, load or fire blank weapons, during the training scenario.
 - Ensure only designated blank weapons (yellow handle designation) shall be used.
 - Ensure only .38 caliber ammunition checked out from the Los Angeles Police Department Armory shall be used.
 - Ensure the Firearms and Tactics Section (FTS), Emergency Vehicle Training Unit (EVOC), and garage personnel are notified prior to the use of blank ammunition.
 - Conduct a safety briefing with all participants and instructors prior to using blank ammunition.
 - Ensure if the scenario calls for the participants to not be aware of the use of blanks, That all TU personnel shall be aware of the intent to use blanks.
 - Ensure personnel firing blank ammunition use hearing protection.
 - Never fire a blank weapon within 5 feet of another person.
 - Ensure if firing a blank weapon within 10 feet of “target” officer(s), the blank weapon shall be pointed towards the ground.
 - Ensure blank weapons and ammunition be used only in designated training areas.
 - Remember that any deviation from the above procedures must be authorized by the

OIC, AOIC of the Tactics Unit.

Live-Fire

Live-fire is the most dangerous training an instructor and student can be involved in due to the fact that live ammunition can cause death or serious bodily injury if improperly used. All Firearms & Tactics Instructor's are required to be graduates of the Department Handgun Instructor Training School, (HITS). All of the safety rules below shall be strictly followed.

Instructor Safety Procedures

- ❖ All Officers Involved in Live-Fire Training shall attend a range Safety briefing prior to live-fire participation.
- ❖ All officers involved in live-fire scenarios shall adhere to the Four Basic Safety Rules.
- ❖ Only Department approved firearms is to be used on the Practical Combat Range (PCR).
- ❖ Only Department approved ammunition is to be used on the PCR range.
- ❖ Only frangible ammunition shall be used on metal targets.
- ❖ No simunition-FX shall be used on the PCR range, without approval of the OIC, Tactics Unit or Firearms Tactics Section
- ❖ A certified HITS Instructor shall be present during live-fire instruction on the range.
- ❖ Tactics personnel, prior to training on the range and upon completion of shooting, shall inspect all weapons and magazines.
- ❖ All officers on the range, regardless of involvement, shall wear eye protection, ear protection and suitable body armor; no exceptions.
- ❖ Instructors shall ensure that the First Aid Kit is present at the range. Instructors shall also ensure that a shooting trauma kit and an ASTRO are available on the range.
- ❖ When not in use, ammunition shall be stored underneath the tower or in a locked container stored on the range.
- ❖ All personnel seated outside of the range when the range is in use shall wear ear protection.
- ❖ All range doors shall be closed during live-fire.
- ❖ Never load/unload any weapon on the range unless instructed to do so by the instructor.

❖ All weapons shall be loaded facing down range, no closer than the seven-yard line.

Chapter 7 Physical Condition Training

The intent of these guidelines is to promote student and staff safety awareness in areas involving psychomotor skills training and to reduce the potential risk for injury. All instructors and instructional staff will be responsible for adhering to all applicable safety guidelines, policies and approved course lesson plans. A copy of these guidelines will be given to each student, instructor and training coordinator to ensure that they are followed. General safety guidelines apply to all Department training. All training sites must be approved prior to conducting the training.

Instructor/Student Ratio

In all Self-Defense training the instructor to student ration shall be:

- Practical Application: 1 to 5

Safety Guidelines

- ❖ Remind students that during the Practical Application portion:
 - No live weapons or ammunition in the training area.
 - No OC spray.
- ❖ Anyone participating in the training, whether student, observer, or instructor, has the authority to "STOP" the exercise if they observe an unsafe act or condition that may cause imminent injury or death and/or damage to the facilities.
- ❖ Protective eyewear and ear protection (American National Standards Institute [ANSI] approved) shall be worn if blanks are used during a practical application or during any demonstration by instructors, students & observers.
- ❖ Students shall immediately notify an instructor(s) or the training staff of any injury sustained during training, and use the following steps in the event of a serious injury.
 - Render first aid and obtain appropriate medical assistance. Notify the Fire Department rescue ambulance (RA) via telephone, cellular phone, or police radio: 213-485-6185.
 - Give specific directions to the location of the incident.
 - Transport to the local hospital for all minor injuries.
- ❖ In case of a serious injury, all IIPP notifications and protocols shall be followed.
- ❖ At each training location, there is a notebook located in the training unit's office which also contains the emergency plan that is in place.

- ❖ The supervisor will ensure that the necessary Worker's Compensation forms (PDAS 43), Employee Injury (Form 5020) and other reports (Employee Report, Form 15.7) are completed in a timely manner.

Note: Students participating in scenario training shall be required to be on full duty status. Light duty personnel may attend lecture portion of training or only observe practical application.

- ❖ A pre-training inspection shall be conducted to ensure that students have the appropriate clothing and equipment.
 - This inspection will also provide an opportunity to check for the presence of watches, rings, necklaces, earrings and other jewelry, which may cause injury.
 - Clothing worn for physical training should allow for flexibility of movement.
 - Students wearing glasses should use shatter resistant lenses and eyeglass retainers (or remove them if possible).
- ❖ Inert training weapons shall be used.
 - A safety check of all weapons used in scenario training or "practical application" as used earlier shall be conducted not only prior to training; but also following any break in training, or when students or role players have been allowed to leave the training site.
- ❖ The training site shall be inspected for hazards prior to each use and safety personnel shall be positioned along the course.
- ❖ Instructors shall maintain an appropriate level of discipline over students at all times.

Chapter 2 Crowd Management/ Mobile Force Training

The intent of these guidelines is to promote student and staff safety awareness in areas involving psychomotor skills training and to reduce the potential risk for injury.

All instructors and instructional staff will be responsible for adhering to all applicable safety guidelines, policies and approved course lesson plans. A copy of these guidelines will be given to each student, instructor and training coordinator to ensure that they are followed. General safety guidelines apply to all Department training. All training sites must be approved prior to conducting the training.

Instructor/Student Ratio

Instructor/ Student ratio 1:10

Safety Guidelines

- ❖ Anyone participating in the training, whether student, observer, or instructor, has the authority to "STOP" the exercise if they observe an unsafe act or condition that may cause imminent injury or death and/or damage to the facilities.
 - Students shall immediately notify an instructor or the training staff of an injury sustained during training, and use the following steps in the event of a serious injury.
 - Render first aid and obtain appropriate medical assistance. Notify the DOD Emergency Response ambulance (911) via telephone, or cellular phone. Give specific directions to the location of the incident.
 - Transport to the local hospital for all minor injury.
- ❖ In case of a serious injury, all IIPP notifications and protocols shall be followed.
- ❖ At each training location, there is a notebook containing the emergency plan that is in place.
- ❖ The supervisor will ensure that the necessary Worker's Compensation forms (PDAS 43), Employee Injury (Form 5020) and other reports (Employee Report, Form 15.7) are completed in a timely manner.
- ❖ Request a Department of Defense Emergency Response Rescue Ambulance for all major injuries.
- ❖ Remind students that during the Practical Application portion:
 - No live weapons or ammunition in the training area, except for instructors.
 - No OC spray.

NOTE: Students participating in scenario training shall be required to be on full duty status. Light duty personnel may attend lecture portion and observe the Field Training Exercise (FTX), but may not participate.

- ❖ A pre-training inspection shall be conducted to ensure that students have the appropriate clothing and equipment.
 - This inspection will also provide an opportunity to check for the presence of watches, rings, necklaces, earrings and other jewelry, which may cause injury.
 - It will also ensure there are no, live weapons or ammunition in the training area.
 - Clothing worn for physical training should allow for flexibility of movement.
 - Students wearing glasses should use shatter resistant lenses and eyeglass retainers (or remove them if possible).
- ❖ Inert training weapons shall be used.
 - A safety check of all weapons used in scenario training shall be conducted not only prior to training, but also following any break in training, or when students or role players have been allowed to leave the training site.
- ❖ The training site shall be inspected for hazards prior to each use and safety personnel shall be positioned along the course.
- ❖ Instructors shall maintain an appropriate level of discipline over students at all times.

Approved Training Sites:

- ❖ Los Alamitos Joint Forces Training Base

Facility Information:

4522 Saratoga Avenue
Los Alamitos, CA 90720
Phone: (562) 795-2090

Contact Person:

Commanding Officer, Continuing Education,
Training Division
Phone: (213) 485-1258

Emergency Information:

Hospital:

Department of Defense Emergency Response: 911
Los Alamitos Medical Center
3751 W. Katella Avenue
Los Alamitos, CA 90720
Phone: (714) 826-6400 or,
(562) 598-1311

- ❖ 98th & Aviation

Facility Information:

West 98th St. and Aviation Blvd
(Vacant properties in the LAX area owned by the
City of Los Angeles.)

Contact Person:

Sgt. Barbara James (Airport Police)

Phone: (310) 417-0751

Emergency Information:

Emergency Response: 911

Hospital:

Los Angeles Airport Urgent Care

1117 West Manchester Avenue

Inglewood, CA 90301

Phone: (310) 216-7100

Chapter 9 - Chemical Agent Training

A safety policy for all training involving chemical agents is established in this chapter. It shall be the policy of the Los Angeles Police Department to conduct all training dealing with chemical agents and their use in such a manner as to ensure the safety of the instructors and students. Training regarding the use of chemical agents will be done in accordance with the following Safety Guidelines. The gashouse is located at the Davis Training Center.

Instructor /Student Ratios

- ❖ When students are exposed to the actual effects of chemical agents, the instructor/student ratio shall be a minimum of 1:10.
- ❖ When students deploy a blast dispersion or instantaneous discharge chemical agent device, the instructor/student ratio shall be 1:1.

Facility Guidelines

- ❖ In case of emergency, notifications are made to the Los Angeles Fire Department.
- ❖ Chemical agent gases training shall only take place within the gashouse, which is a small stucco structure located in Sit-Sims Village. The site minimizes potential hazards to the public when chemical gases are discharged.
- ❖ The gashouse is equipped with an exhaust ventilation system.
- ❖ The gashouse is designed to have a closed entrance and exit in addition to safety railings.
- ❖ This site shall be inspected for any possible fire hazards to students, structures and vegetation.
- ❖ The first aid kit is located within Sit-Sims Village in the simulated bar. The eye wash station is located on the north wall adjacent to the chemical agent gashouse.
- ❖ Chemical agents will only be used in the chemical agent gashouse unless the training supervisor has granted prior permission to use Range C.
- ❖ A sufficient number of gas masks will be available for recruit officer training purposes.
- ❖ There is a designated area to accommodate persons who are not directly engaged in the deploying, instruction, or interaction with chemical agents.
- ❖ Once the class has completed the gas exposure portion of training, the following procedures should be followed:
 - The gashouse shall be vented.

- Notification shall be made to the range and surrounding buildings on the premises prior to venting the gashouse.
- If a major program or classroom function is in progress at the range facility, the gashouse shall be vented at a safer and more convenient time.

Equipment Guidelines

- ❖ Students actively participating in training should have access to serviceable gas masks. Adequate cleaning and disinfecting supplies shall be available during training.
- ❖ All persons who are required to deploy a chemical agent device shall be provided with the protective equipment appropriate to the specific type of device being deployed. The protective equipment includes:
 - Gloves, as needed
 - Eye protection, as needed
 - Ear protection, as needed
 - Gas mask
- ❖ A first aid kit shall be readily available at the training site.
- ❖ There shall be appropriate communications, i.e., radio or telephones available at the training site for emergencies.
- ❖ Appropriate personal decontamination facility shall be available at the training site.
- ❖ Appropriate fire equipment shall be readily available at the training site.

Instructor Qualifications

- ❖ Instructors of chemical agent training shall have successfully completed a POST-certified Chemical Agent Instructor Course or its equivalent.
- ❖ All instructors shall wear distinctive clothing so they can be easily identified during training.

Presentation Guidelines

- ❖ The safety rules concerning chemical agent training shall be emphasized to the students prior to training.
- ❖ Classroom instruction shall be done with inert devices, slides, or other appropriate visual aids.
- ❖ The unique characteristics of different chemical agent devices currently available and the specific type of training being presented, inhibit exact rules of their deployment.

- ❖ Instructors shall be aware of the particular hazards associated with the specific types of devices used in the training program and use them accordingly.
- ❖ Projectiles and launch type chemical agent munitions used in training should not be fired in the direction of students or into an occupied room or enclosure.
- ❖ Students shall be instructed not to handle any device that fails to detonate. Disposal of malfunctioning devices, "duds," is the responsibility of the instructors.
- ❖ Students shall be instructed not to move the retaining pin from blast dispersion or pyrotechnic chemical agent munitions until just prior to the device being ignited.
- ❖ Students preparing to ignite a blast dispersion or pyrotechnic chemical agent device shall be instructed to hold the device with the "spoon" positioned in the web of the primary hand. The retaining pin shall be accessible to the student's support hand.
- ❖ Students shall be instructed to always throw, launch or otherwise deploy munitions so that they can clearly observe the area where the device lands.
- ❖ The general safety policy shall be reviewed prior to the application phase of the training.
- ❖ Current weather conditions shall be taken into consideration prior to conducting training.
- ❖ Instructors shall be easily identifiable either by the use of distinctive clothing, headgear or armbands.

Course Specific Safety Rules

- ❖ Instructors shall supervise the decontamination of the students exposed to chemical agents. Chemical agents contain particular substances that can be dispersed by a variety of methods. These substances are designed to provoke certain physiological and psychological reactions in the person exposed. Disorientation, for example, is common and creates the particular need for close supervision of all students. The need for recruit officer supervision exists until decontamination is achieved.
- ❖ Students shall use the decontamination entrance to their locker room.
- ❖ Students are required to take a shower prior to leaving the facility.
- ❖ Students' contaminated clothing shall be sealed in a plastic bag in the decontamination area prior to taking a shower.
- ❖ Students shall enter the gashouse in small groups of approximately 5. Two instructors shall be positioned inside the gashouse to direct and guide the students from the front door entrance to the rear exit door. There shall be an instructor positioned inside at the

entrance and one at the exit. The remaining instructors shall be positioned outside the gashouse to assist the students with the decontamination process.

OC Spray

- ❖ Every recruit officer will receive an application of OC spray as a condition of being issued a canister of OC spray. The application will be a small amount sprayed across closed eyes.
- ❖ Recruits are required to maintain composure and complete an assigned task.
- ❖ Emergency medical attention shall be obtained immediately when allergic reactions or other serious problems occur.

Chapter 1 Emergency Vehicle Operations Training

The intent of these guidelines is to promote student and staff safety awareness in areas involving psychomotor skills training and to reduce the potential risk of injury during Emergency Vehicle Operations Training. All instructors will be responsible for adhering to all applicable safety guidelines, policies and approved lesson plans. A copy of these guidelines will be given to each student, instructor and training coordinator to ensure that they are followed. General safety guidelines apply to all Department training. All training sites must be approved prior to conducting the training. Prior to any participation in the Driver Awareness training, the assigned supervisor at scene will ensure all personnel are familiar with the techniques to be used during the course of an exercise that will take place at the training site. All participants will be responsible for adhering to all guidelines.

Instructor/Student Ratios

- ❖ Practical Applications/Drills on the track 1:3

Safety Guidelines

- ❖ Anyone participating in training, whether student, observer, or instructor, has the authority to "STOP" the exercise if they observe an unsafe act or condition that may cause imminent injury or death and/or damage the facilities.
- ❖ Students shall immediately notify an instructor or the training staff of any injury sustained during training, and use the following steps in the event of a serious injury.
- ❖ Render first aid and obtain appropriate medical assistance.
 - Notify the Fire Department rescue ambulance (RA) via telephone, cellular phone, or police radio: 213-485-6185.
 - Give specific directions to the location of the incident.
- ❖ In case of a serious injury, all IIPP notifications and protocols shall be followed.
- ❖ At each training location, there is a notebook located in the training unit's office which also contains the emergency plan that is in place.
- ❖ The supervisor will ensure that the necessary Worker's Compensation forms (PDAS 43), Employee Injury (Form 5020) and other reports (Employee Report, Form 15.7) are completed in a timely manner.
- ❖ Transport to the local hospital for all minor injuries.
- ❖ Request a Rescue Ambulance (RA) for all major injuries.

Medical Evacuation Plan

- ❖ Request a Rescue Ambulance (RA) for all major injuries.
- ❖ Request an ambulance or air unit by ASTRO radio or telephone.
- ❖ Review the appropriate emergency hospital route plan in the event a supervisor decides that first aid personnel will transport the injured student by land.
- ❖ Immediately request one or two designated first aid drivers and assigned vehicles that are pre-staged throughout the training site.
- ❖ Have a designated "first aid officer" (E.M.T. if available) for each squad.

Practical Application Guidelines

- ❖ Remind students that during the Practical Application portion:
 - No live weapon or ammunition in the training area.
 - No OC spray.
 - No batons (collapsible or side handle).

NOTE: Students participating in scenario training shall be required to be on full duty status. Light duty personnel may attend lecture portion of training and only observe scenario training.

- ❖ Inert training weapons shall be used. A safety check of all weapons used in scenario training shall be conducted not only prior to training, but also following any break in training or when students or role players have been allowed to leave the training site for any reason.
- ❖ The training site shall be inspected for hazards prior to each use and safety personnel shall be positioned along the course.
- ❖ All employees shall remain clear of moving vehicles to avoid potential injury. This includes the instructors, participants and observers.
- ❖ Instructors shall maintain an appropriate level of discipline over students at all times.

Chapter II Harbor Area All Terrain Vehicle Training – Site Specific

The Los Angeles Police Department is committed to a successful Injury and Illness Prevention Program (IIPP). This program is intended to lower injury, illness, and fatality rates, which will reduce Worker's Compensation costs. This program includes identifying personnel assigned to Harbor Area's Safety Committee and requires all employees to know the name of at least one committee member.

This safety plan is site specific to the training location mentioned herein in addition to Harbor Area's IIPP. Each training instructor and site supervisor shall be provided with a copy of this plan to facilitate employee training. The following Safety Plan has been prepared at the direction of the Commanding Officer of Harbor Area.

In compliance with the Department's IIPP, all employees participating in any training operations must be familiar with the overall training procedures and medical safety issues described herein.

It shall be the responsibility of the concerned Divisional supervisor and participating squad leaders to ensure employees are trained and knowledgeable in the hazards, response procedures and reporting criteria associated with the use of this site and the type of information available in this plan. These procedures are common to all sections of the site utilized by Harbor Area.

The intent of this plan is to promote employee safety awareness in areas involving psychomotor skills training and to reduce the potential risk for injuries.

Each training instructor and site supervisor shall be provided with a copy of this plan to facilitate any employee training.

Instructor/Student ratio

- ❖ Classroom Presentation/Lecture 1:40
- ❖ Driving Exercises 1:5

Training Site Brief/Pre-exercise check list

- Identify and designate Emergency Medical Technicians (E.M.T.)
- Designate **one** (1) safety vehicle with driver.
- Pre-check Training Site.
- Conduct **Weapons/Vehicle** Inspections.
- Review Medical Evaluation Plans.
- Advise officers of the designated hospital and routes.
- Ensure that the E.M.T.s have all necessary first aid equipment.
- Ensure that good communications are in place (phones/radio).

The intent of these guidelines is to promote student safety awareness in areas involving psychomotor skills training and reducing the potential risk of injury. Each training presenter/cadre member will be furnished with a copy of these guidelines for any scheduled training.

All presenters/cadre members and participants in all scheduled training will be responsible for adhering to all of the safety guidelines identified herein and any additional verbal recommendations given by the presenters/cadre members.

Any intentional violation of these guidelines will result in immediate exclusion from the remainder of the training and will result in relevant counseling by a supervising employee.

Prior to any participation in any of the training listed below, the assigned supervisor at the scene will ensure all personnel are familiar with the techniques to be used during the course of exercise which will take place at Cabrillo Beach.

All participants will be responsible for adhering to all guidelines.

Emergency services information

City contract hospital: San Pedro Peninsula Hospital
1300 W. 7th St. San Pedro, CA 90732
Phone: (310) 514-5350

Local hospital: San Pedro Peninsula Hospital
1300 W. 7th St. San Pedro, CA 90732
Phone: (310) 514-5350

County hospital - Trauma Center: Harbor UCLA Medical Center
1000 W. Carson St.
Torrance, Ca. 90509
Phone: (310) 222-2345

Fire Department: Los Angeles City Fire Station #112
444 S Harbor Blvd. San Pedro, CA 90731
Phone: (310) 548-7542

NOTE: For "EMERGENCY PARAMEDICS" call "911"
--

On-site First aid providers: Cabrillo Beach, LA City Lifeguards

On-site E.M.T. personnel: Cabrillo Beach, LA City Lifeguards

Medical Evacuation Plan

Request an ambulance or air unit by ASTRO radio or telephone.

Review the appropriate emergency hospital route plan in the event a supervisor decides that first aid personnel transport the injured student by land.

Immediately request one or two designated first aid drivers and assigned vehicles that are pre-staged throughout the training site.

Have a designated "first aid officer" (E.M.T. if applicable) for each squad.

Route plan for safety vehicle evacuations:

San Pedro Peninsula Hospital: Approximately 1.9 miles from the site. Drive southbound on Pacific Ave. Make a left turn, eastbound on 6th Street. This route will direct you to the rear emergency hospital parking lot entrance.

Harbor UCLA General Hospital: Approximately 7.7 miles from the site. Take South Pacific Ave, make a right turn on 22nd Street. Drive northbound on Harbor Blvd. Enter northbound Harbor Fwy. Exit Carson Ave. Make a left turn heading westbound on Carson Ave. The hospital is located at Carson Ave and Vermont Ave.

Emergency notification list:

Harbor Area Station: 221 N. Bayview Ave., Wilmington, CA

Harbor Area Desk: (310) 513-2101

Watch Commander (inside line): (310) 233-7240

Harbor Commanding Officer: (310) 513-2140

Medical Liaison Section: (213) 485-4087

OSB Commanding Officer: (213) 485-4255

Detective Headquarters Division: (213) 485-3202

Chief of Police: (213) 485-3202

Harbor Area ASTRO Frequency 005

Safety Inspection and Briefing

- ❖ Safety monitor's duties and responsibilities:
- ❖ All involved personnel will be given a detailed safety briefing of the training and site specifics.
- ❖ Instructors as well as staff role players will be assigned and present throughout the duration of any training.
- ❖ Staff and designated safety monitors shall inspect the site for any training hazards. Any areas deemed a safety hazard shall be so marked as off limits during any training.
- ❖ The safety monitor is also responsible for ensuring all safety equipment is properly worn and the students/participants adhere to all safety guidelines and policies.

Instructor and Student responsibilities:

- ❖ The Primary Instructor shall be responsible for conducting safety inspections of student facilities used for training each day before training begins.
- ❖ All instructors will adhere to "appropriate training" during inclement weather.
- ❖ Instructors will verbally review the specific safety rules with students prior to beginning.
- ❖ Students shall immediately notify the Training Coordinator, Harbor Area, of any known preexisting medical condition that is likely to be aggravated during training, or affect performance during training.
- ❖ Students are responsible for adhering to all ATV safety requirements and the Course Specific Safety Rules.
- ❖ Students shall park black/white vehicles in designated areas.
- ❖ Students shall stage at designated safe areas during training.
- ❖ All personnel shall demonstrate an attitude of safety and exhibit a professional demeanor at all times.
- ❖ It is everyone's responsibility to "stop training" whenever unsafe conditions exist.

Chapter 11 – Safety Response to Injuries/Illness Overview

Initial Response to Injury/ Illness

In the event of an injury or illness, the training staff, instructors, and students shall take the following actions as necessary:

- Render the environment safe from potential injuries.
- Render standard first aid.
- Obtain the appropriate medical assistance for emergency response.
- Make appropriate notification.

In case of serious or life threatening injury, the Los Angeles City Fire Department shall be immediately notified by broadcasting and requesting a rescue ambulance via ASTRO radio, or by telephoning Communications Division or dialing 911. If the injury or illness dictates an immediate need for transportation services, an ambulance shall be used.

In cases where a student loses consciousness, an evaluation and medical release shall be sought from a competent medical authority before the student is allowed to return and participate in training.

In all serious injuries, notification shall be made to the following:

- The Commanding Officer of Training Group.
- The commanding Officer of the injured employee if other than T.D. employee.
- The Commanding Officer of TD.
- The Commanding Officer of Continuing Education, Training Division.
- The Commanding Officer of Recruit Training (RT).
- The Officer in Charge of Basic Course Training Section or Davis Training Section.
- The Officer in Charge of the section providing the training.
- RACER Division.
- Occupational Safety Unit (Form 5020)

All completed reports shall be forwarded to the Commanding Officer without delay for processing and distribution.

Notification of Injury/ Illness

Priority of notification

- Instructor
- Class Coordinator
- Recruit Coordination Unit, Sergeant
- Primary Instructor's Unit, Officer in Charge

- Officer in Charge, Section Lieutenant (Basic Course Training Section or Davis Training Section)
- Officer in Charge, Section Lieutenant that provides the training
- Commanding Officer, Recruit Training
- Commanding Officer, Continuing Education, Training Division
- Commanding Officer, Training Division
- Commanding Officer, Training Group
- Investigative Unit as needed (Force Investigation Division, Traffic, etc.)c
- Occupational Safety Unit (Form 5020)

Reporting of Injuries/Illness

Minor injuries – In the event of a minor injury, the following procedure shall be adhered to:

- Immediately notify a TD supervisor. During non-work hours, notification shall be made upon return to the Academy.
- The student shall complete a 15.7 report and submit it with other paperwork.
- A TD supervisor shall conduct an investigation and complete the necessary paperwork. Medical forms are kept on-site at the ARTC and DTF:
 - ⇒ Occupational Injury or Illness Form (PDAS 43).
 - ⇒ Employee's Claim for Worker's Compensation Benefits.
 - ⇒ Employer's Report of Occupational Injury (Form 5020).
- A medical clearance from a physician must be obtained prior to the recruit officer returning to training.

Serious injuries: In the event of a serious injury, the following procedures will be adhered to:

- Render the area safe from additional potential injury.
- Any qualified training staff shall render first aid.
- Obtain appropriate medical assistance by requesting the paramedics by telephoning 911 or notifying Communications Division via radio.
- A supervisor, or when a supervisor is not available, another member of the training staff, shall respond to the hospital and stand by until relieved, or until the recruit officer is released from the hospital or admitted into the hospital.
- Make appropriate notifications to:
 - ⇒ The student's immediate supervisor.
 - ⇒ The instructor's immediate supervisor.
 - ⇒ The Commanding Officer, Recruit Training.
 - ⇒ The Commanding Officer, Continuing Education, Training Division.
 - ⇒ The Commanding Officer, Training Division.
 - ⇒ The Commanding Officer, Training Group
 - ⇒ The student's emergency notification person.
 - ⇒ The appropriate investigative unit.
- A Training Division supervisor shall conduct an investigation and complete the necessary paperwork. Medical forms are kept on site at ARTC and DTF:

- ⇒ Occupational Injury or Illness Form (PDAS 43).
- ⇒ Employee's Claim for Worker's Compensation Benefits.
- ⇒ Employer's Report of Occupational Injury (Form 5020).
- All completed reports shall be forwarded to the Commanding Officer without delay for processing and distribution.
- Contract Healthcare Facilities and Hospitals in the Area:

MEDICAL FACILITIES

Ahmanson Recruit Training Center:

U.S. Healthworks

500 N. Nash Street
El Segundo, CA 90423
Phone: (310) 640-9911

Daniel Freeman Hospital - Marina Campus

4650 Lincoln Boulevard
Marina Del Rey, CA 90292
Phone: (310) 823-8911

Centinela Hospital

555 East Hardy Street
Inglewood, CA 90301
Phone: (310) 673-4660

UCLA Medical Center

10833 Le Conte Avenue
Los Angeles, CA 90065
Phone: (310) 825-4321

Concentra

6033 W. Century Boulevard
Los Angeles, CA 90045
Phone: (310) 215-1600

Davis Training Facility:

Northridge Hospital Medical Center

18300 Roscoe Bl
Northridge, CA 91328
Phone: (818) 885-8500

Healthline Medical Group

152 Vanowen Street, Suite 105
Van Nuys, CA 91405
Phone: (818) 997-7711

Providence Holy Cross Hospital

15031 Rinaldi Boulevard
Mission Hills, CA 91346
Phone: (818) 365-8051

U.S. Health Works

16300 Roscoe Bl
Van Nuys, CA 91406
Phone: (818) 893-4426

Elysian Park Academy

White Memorial Hospital

1720 Cesar Chavez
Los Angeles, CA 90033
Phone: (323) 268-5000

Glendale Adventist Medical Center

1509 Wilson Terrace
Glendale , CA 91206
Phone: (818) 409-8000

Los Alamitos Joint Forces Training Base

Los Alamitos Medical Center

3751 Katella Avenue
Los Alamitos, CA 90720
Phone: (562) 598-1311 or, (714) 826-6400

La Palma Intercommunity Hospital

7901 Walker Street.
La Palma, California 90623
Phone: (714) 670-7400

Harbor Port

Los Angeles County Harbor
UCLA Medical Center

1000 W. Carson Street
Torrance, CA 905005
Phone: (310) 325-9110

Torrance Memorial Medical Center

3330 Lomita Blvd.
Torrance, CA 90505
Phone: (310) 325-9110

Angeles Range

Pacifica Hospital

9449 San Fernando Rd.
Sun Valley, CA 91352
Phone: (818) 767-3310

Providence Holy Cross Medical Center 15031 Rinaldi Street
Mission Hills, CA 91346
Phone: (818) 365-8051

EXHIBIT 10C

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 45

December 1, 2008

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON NOVEMBER 4, 2008

SUBJECT: DEPARTMENT PREVENTABLE TRAFFIC COLLISION POLICY - REVISED

PURPOSE: Every employee driving a City vehicle is responsible for the care and proper operation of the vehicle. Gross negligence, a reckless disregard for the safety of persons and property, driving under the influence of alcohol or a drug, or driving that results in a criminal filing against the employee shall be considered misconduct. However, other preventable traffic accidents that are the result of ordinary inattention or intentional tactical collisions should not be considered misconduct. This policy generally categorizes preventable traffic accidents resulting from ordinary inattention to be a matter of performance quality to be remediated, not misconduct subject to a Personnel Complaint.

A point system and a review by management provide accountability for employee traffic accidents. Remediation through training provides performance improvement guidance while at the same time offers the employee an opportunity to reduce accrued points. Predictable and reasonable consequences for performance errors motivate employees to perform well. An appeal process provides employees with staff officer review of judgments employees believe to be errant.

PROCEDURE: These procedures apply to all traffic accidents occurring on and after 0001 Hours, November 5, 2008. Accidents occurring before November 5, 2008, shall not be counted and shall be disposed of according to policies in place when they occurred.

I. POINT SYSTEM CRITERIA. The criteria for the point system lie in three levels of preventable traffic accidents:

A. Level One Accident.

- * Maneuvering speed 10 miles per hour (MPH) or less prior to braking; and,
- * No disregard for safety; and,
- * No visible injuries.

B. Level Two Accident.

- * Operating speed above 10 MPH prior to any braking, in essential compliance with Vehicle Code; and,
- * No disregard for safety; and,

- * No disregard for safety; and,
- * No life threatening injury; and,
- * City vehicle is repairable.

C. Level Three Accident.

- * City vehicle is not repairable; or,
- * Life threatening injury occurs; or,
- * Employee was not in essential compliance with Vehicle Code.

II. POINT COUNT CRITERIA AND GUIDANCE AND REMEDIATION

THRESHOLDS. A preventable traffic accident that meets the criteria of any of the three levels shall be assigned a number of points according to the schedule below. Points accrue for each accident on the date of the accident, and remain countable for 36 months from the date of the accident. After 36 months, the point is no longer countable toward the total.

Level One Accident: 1 point
Level Two Accident: 2 points
Level Three Accident: 4 points

- A.** When three points accrue in 24 months, the employee shall be directed to a formal standardized driver improvement training course conducted by Training Division. This training does not reduce the point count.
- B.** When an employee accrues five points in 36 months, the employee shall not be permitted to drive a City vehicle for six months.

When an employee accrues eight or more points or four preventable accidents within 36 months, the employee shall be administratively transferred after the final adjudication of the latest preventable collision appeal to another geographic division and shall not be permitted to drive a City vehicle or return to the division left for one year. The transfer location will be determined by the Department, and the employee will have no choice in the decision. The Chief of Police shall retain final authority to approve or disapprove administrative transfers pursuant to this policy.

Note: The "no driving" restriction shall not apply to an employee who is promoted to another Civil Service rank during the "no driving" period.

- III. POINT SYSTEM EXCEPTIONS.** A preventable traffic accident resulting from the employee's gross negligence, consumption of alcohol or drugs, reckless disregard for safety, or which results in a criminal filing against the employee, shall be handled as misconduct through a Personnel Complaint, not through the point-count remediation system.

Actions of the employee incidental to the accident are not covered by the Point Count policy. Examples include, but are not limited to, failing to wear a seat belt, shooting from a moving vehicle, failing to properly secure a prisoner in the vehicle, or a pursuit policy violation. In other words, this policy only covers inattentive driving, not other actions committed while driving.

If an employee exceeds eight points or four preventable accidents within 36 months, and the employee's commanding officer (C/O) believes that the employee cannot or will not improve their driving or that the employee is a driving hazard, then the C/O shall adjudicate all future preventable traffic accidents involving the employee as misconduct using a Personnel Complaint, Form 01.28.00.

- IV. POINT COUNT REDUCTION.** If an employee attends formal driver improvement training of at least four hours in length conducted by a bona fide traffic school on a voluntary, off-duty basis without compensation, the Department will remove one point from the employee's point count. The voluntary training is acquired by the employee for the employee's own benefit. This may be done no more than once in any 24-month period.

Upon receipt of a Traffic Collision Report, CHP Form 555, the involved employee's C/O shall make a determination of preventable or non-preventable. The C/O may use a peer assessment of the employee-involved traffic accident to assist in rendering a decision; however, the peer assessment is optional. The employee's C/O will forward the decision (preventable/non-preventable and threshold level) directly to Traffic Coordination Section (TCS), not to the Bureau or next higher level in the chain of command.

December 1, 2008

The employee's C/O will count the points as listed on the TEAMS report and determine whether any of the remediation thresholds have been met. If one has been met, the C/O shall immediately take the actions required to fulfill the remediation and create a TEAMS-II Action Item to document the actions taken. A copy of the documents (e.g., request for Administrative Transfer, Intradepartmental Correspondence ordering no driving, etc.) are to be scanned and attached to the TEAMS-II Action Item if a scanner is available. The original paper documents are to be sent to TCS.

The employee's C/O shall meet with the employee, explain the rationale for the disposition, and provide a copy to the employee of all documents used to determine the administrative disposition of the accident, including the written determination of findings. The employee may have an employee representative present during the meeting and may provide a response orally, in writing, or both.

Once the involved employee has been served, the C/O shall ensure that the Traffic Collision Report and all related documents are forwarded to TCS, Emergency Operations Division (EOD). Traffic Coordination Section personnel will update the points on the involved employee's TEAMS Report, and retain files of all Traffic Collision Reports.

V. TRAFFIC DIVISION RESPONSIBILITIES: The Collision Investigation Follow-Up Unit of the traffic division investigating an employee-involved traffic accident shall:

- * Forward one copy of the employee-involved Traffic Collision Report, which has been audited and approved for distribution to TCS, EOD, within five working days of the incident;
- * Forward the original employee-involved Traffic Collision Report, which has been audited and approved for distribution, to the involved employee's C/O within five working days of the incident; and,
- * Distribute employee-involved Traffic Collision Reports as outlined in Department Traffic Manual Section 4/211.

VI. EMPLOYEE'S COMMANDING OFFICER'S RESPONSIBILITIES. An employee's commanding officer shall:

- * Review the Traffic Collision Report and determine the disposition: either Preventable or Non-Preventable;
- * Count the points as listed on the TEAMS Report and determine if remediation thresholds have been met. If so, immediately take actions necessary to fulfill the remediation. Ensure that remediation is documented as a TEAMS-II Action Item;
- * Meet with the involved employee, explain the disposition of the traffic accident, and provide a copy of all documents used to determine the administrative disposition of the accident to the employee. Unless reversed through preventable traffic collision (PTC) appeal, the C/O's disposition is final; and,
- * Cause the Traffic Collision Report and all related documents to be forwarded to TCS within 30 calendar days of receipt.

VII. TRAFFIC COORDINATION SECTION, EMERGENCY OPERATIONS DIVISION RESPONSIBILITIES. Traffic Coordination Section shall be responsible for the following:

- * Upon receipt of a Traffic Collision Report and related documents, update the points on the involved employee's TEAMS Report;
- * Where the Department Traffic Coordinator has, as a result of a PTC appeal, changed the point value or the determination of "preventable" of a traffic collision, update the employee's TEAMS Report;
- * Maintain the Department's employee-involved traffic accident database and retain files of all Traffic Collision Reports;
- * Compile a monthly report on all overdue traffic accident adjudications and provide it to all C/Os of involved employees; and,
- * Compile a monthly report of employee-involved traffic accidents and provide it to all bureau commanding officers.

VIII. DEPARTMENT TRAFFIC COORDINATOR RESPONSIBILITY. The Department Traffic Coordinator shall act as final authority on PTC appeals and respond in writing within 20 calendar days to each PTC appeal, the original response going to the appellant and a copy to the original adjudicating C/O.

IX. COMMANDING OFFICER, TRAINING DIVISION, RESPONSIBILITY. The Commanding Officer, Training Division, shall ensure documentation of the following information is entered into the Training Management System (TMS).

- * Training which is directed as the result of an employee-involved preventable traffic accident, the corresponding Division of Records (DR) number, and the reason for the training (i.e., three points accrued within 24 months).

X. APPEAL OF PREVENTABLE TRAFFIC COLLISION FINDING OR INCIDENT POINT VALUE. Whether an employee does or does not respond orally or in writing to the C/O's determination, if the employee wishes to appeal the C/O's findings the employee shall have only one appeal per incident as follows: Within 20 calendar days of receiving the C/O's findings, the employee shall submit a written appeal on an Employee's Report, Form 15.07.00, to the Department Traffic Coordinator who shall be the Reviewing Officer. The appeal shall include a copy of the Traffic Collision Report, the C/O's findings, a statement of the disposition the employee wants, and the reasons the employee believes the requested disposition should ensue. The employee may submit other documents or evidence relevant to the appeal with the Employee's Report. The appeal shall only concern the point-value assigned to the collision, the finding of "preventable," or both.

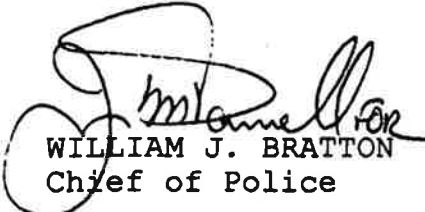
Previous preventable traffic collisions which were not appealed in a timely manner or which have already been otherwise adjudicated shall not be the subject of this preventable traffic collision appeal. Employees shall be entitled to an employee representative to assist in formulating a written appeal in accordance with the provisions of the applicable Memorandum of Understanding.

The Reviewing Officer shall examine the employee's documentation and render a written decision, including a rationale, within 20 calendar days. A copy of the written decision and rationale shall go to the employee and to the employee's C/O. The decision of the Reviewing Officer is final and binding. If no written appeal as described in this policy is filed by the employee within 20 calendar days of receiving the C/O's findings, the matter is closed and final.

December 1, 2008

AMENDMENTS: This amends Department Manual Sections 2/296.42, 2/445.20, 3/207.60, 3/207.70, and 3/207.75.

AUDIT RESPONSIBILITY: The Commanding Officer, Emergency Operations Division, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"